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FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, January 28, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

A G E N D A

DOCUMENTS DEPT.

CALL TO ORDER

JAN 27 2000

PLEDGE OF ALLEGIANCE

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ROLL CALL

Vice President Zvanski, Chair
Commissioner Fraser
President Heldfond, *ex-officio*
Commissioner Katz, *ex-officio*
Commissioner Paretchan

01282000-01B

DISCUSSION ITEM: Report of Deputy Director of Human Resources, Health Services Division regarding the following matters:

- Staff Recommendations for FY 2000/2001 Budget.

Explanatory Documents Provided to Board for this item: None

Staff Recommendation:

Public Comments:

Action:

01282000-02B

ACTION ITEM: Presentation by Human Resources Department of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the current fiscal year 1999-2000 and the upcoming fiscal year 2000-2001.

Explanatory documents previously provided to Board for this item. None.

Staff Recommendation:

Public Comments:

Action:

01282000-03B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Department of Human Resources, Health Service Division Budget for the current fiscal year 1999-2000 and the upcoming fiscal year 2000-2001.

Explanatory Documents Provided to Board for this item: None.

Staff Recommendation:

Public Comments:

Action:

ADJOURNMENT:

DISABILITY ACCESS

The meeting will be held at City Hall, #1 Dr. Carlton B. Goodlett Place, Room 416. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

The following services are available upon request:

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- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting or hearing are available in alternative formats.

If you require the use of any of these services, please contact Mila A. Palarca at (415) 554-1737 at least 72 hours prior to the meeting.

In order to assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, Boards, Councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Armstine-O'Hara by mail to Administrative Services, #1 Dr. Carlton B. Goodlett Place, Room 362, by phone at (415) 554-6171, by fax at (415) 554-6177 or by email at Rachel_ArmstineO'Hara@ci.sf.ca.us

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FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, January 28, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

M I N U T E S

CALL TO ORDER

9:02 AM

PLEDGE OF ALLEGIANCE

ROLL CALL

DOCUMENTS DEPT.

Vice President Zvanski, Chair - Present
Commissioner Fraser - Present
President Heldfond, *ex-officio* - Excused
Commissioner Katz, *ex-officio* - Absent
Commissioner Paretchan - Present

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01282000-01B

DISCUSSION ITEM: Report of Deputy Director of Human Resources, Health Services Division regarding the following matters:

- Staff Recommendations for FY 2000/2001 Budget.

Explanatory Documents Provided to Board for this item: None

Ann Sommercamp stated that HSS had provided to the Human Resources Department the requests of HSS for the upcoming budget process. She noted that the budget is an ongoing process.

01282000-02B

ACTION ITEM: Presentation by Human Resources Department of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the current fiscal year 1999-2000 and the upcoming fiscal year 2000-2001.

Explanatory documents previously provided to Board for this item. None.

Michele Modena, Deputy Director of Human Resources for Administration Services presented an overview of the DHR budget process:

- 1) Diane Lim, the DHR Budget Manager, recently transferred to the Planning Department and Ms. Modena is presently handling the Department's budget process.
- 2) A copy of The Mayor's 2000-2001 Budget, Fiscal Officer Meeting, January 19, 2000 was distributed to the Committee members and staff.
- 3) A total of \$413,000 COLA increases must be absorbed by the Department of Human Resources before program enhancements and new positions can be considered.
- 4) Ms. Modena asked that HSS develop a Current Year Spending Plan consisting of budget line items with the following headings Budgeted amounts, Expenditure to Date and Amounts Remaining.
- 5) The DTIS Work Order balance allows for current year purchasing of telephone equipment (status board, printer and computer) to track member's calls and identifying analysts' daily productivity.

Ms. Modena summarizes the HSS 2000-2001 budget requests noting that approximately 20 requests were submitted at a value of about \$3M. A number of requests lacked sufficient detail as well as supporting documentation.

- 1) The request for infrastructure and HSS expansion after the Workers' Compensation Division relocation was not considered since the 1145 Market lease is being reviewed.
- 2) HSS requests proposals being considered to go forward to the Mayor's office include:
 - . Deliverex
 - . FYI Direct
 - . Wang
 - . Copier
 - . HSB Security
 - . Recording System & Scanner Equipment
 - . City Attorney's Cost
- 3) Requests for the Replacement Claims System, Benefit Accounting and the IVR were placed in the DHR-IS budget.

- 4) The current Towers Perrin actuarial contract costs are projected at \$194,000 but actuarial costs are only budgeted at \$102,000. This matter will require full HSB review and consideration.
- 5) The Towers Perrin IVR contract cost \$263,785.02 represents an overrun. The 1999 Open Enrollment extension and the large volume of member calls are thought to be some causes. Additionally, some costs were attributable to unanticipated out-of-scope work. Vice President Zvanski stated that the out-of-scope work must be reviewed.
- 6) The 2000 Open Enrollment site continues to be explored by HSS staff. Commissioner Fraser requested this be a full board agenda item. Commissioner Paretchan asked that staff get all materials to the Board members in advance of the meeting.

Public Comment: Jean Thomas, Retiree, requested that budget data and documents be available before the meeting.

Action: None.

01282000-03B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Department of Human Resources, Health Service Division Budget for the current fiscal year 1999-2000 and the upcoming fiscal year 2000-2001.

Explanatory Documents Provided to Board for this item: None.

Staff Recommendation: None

Public Comments: None.

Action: None.

ADJOURNMENT: 11:21 AM



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**FINANCE AND BUDGET COMMITTEE MEETING OF
THE HEALTH SERVICE BOARD**

Thursday, February 3, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

CANCELED
AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice President Zvanski, Chair
Commissioner Fraser
President Heldfond, *ex-officio*
Commissioner Katz, *ex-officio*
Commissioner Paretchan

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02032000-01B

DISCUSSION ITEM: Report of Deputy Director of Human Resources, Health Services Division, regarding the following matter:

- Staff Recommendations for FY 2000/2001 Trust Fund Budget.

Explanatory Documents Provided to Committee for this item: None

CANCELLED

FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Thursday, February 3, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

A G E N D A

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice President Zvanski, Chair
Commissioner Fraser
President Heldfond, *ex-officio*
Commissioner Katz, *ex-officio*
Commissioner Paretchan

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02032000-01B

DISCUSSION ITEM: Report of Deputy Director of Human Resources, Health Services Division, regarding the following matter:

- Staff Recommendations for FY 2000/2001 Trust Fund Budget.

Explanatory Documents Provided to Committee for this item: None

02032000-02B

DISCUSSION ITEM: Presentation by Health Service System staff regarding fiscal-year-to-date expenditures from the Trust Fund and projected expenditures for the remainder of the current fiscal year 1999-2000 and the Trust Fund budget for the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee for this item.

- *Report of fiscal-year-to-date expenditures from the Trust Fund and projected expenditures for the remainder of the current fiscal year 1999-2000.*
- *Draft budget for the upcoming fiscal year 2000-2001.*

02032000-03B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Trust Fund for the current fiscal year 1999-2000 or for fiscal year 2000-2001.

Explanatory Documents Provided to Committee for this item: None.

Staff Recommendation: None.

Public Comments:

Action:

ADJOURNMENT:

DISABILITY ACCESS

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FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, February 11, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

A G E N D A

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice President Zvanski, Chair
Commissioner Fraser
President Heldfond, *ex-officio*
Commissioner Katz, *ex-officio*
Commissioner Parechan

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02112000-01B

DISCUSSION ITEM: Presentation by Health Service System staff regarding fiscal-year-to-date expenditures from the Trust Fund and projected expenditures for the remainder of the current fiscal year 1999-2000 and the Trust Fund budget for the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee for this item:

- *Report of fiscal-year-to-date expenditures from the Trust Fund and projected expenditures for the remainder of the current fiscal year 1999-2000.*
- *Draft budget for the upcoming fiscal year 2000-2001.*

02112000-02B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Trust Fund for the current fiscal year 1999-2000 or for fiscal year 2000-2001.

Explanatory Documents Provided to Committee for this item: None.

Staff Recommendation: None.

Public Comments:

Action:

02112000-03B

ACTION ITEM: Review and discussion of the management letter issued by the auditors, KPMG, for the audited financial statements for fiscal year 98-99.

Explanatory documents provided to Committee for this item: KPMG Management letter.

ADJOURNMENT:

DISABILITY ACCESS

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**CITY AND COUNTY OF SAN FRANCISCO
HEALTH SERVICE FUND**

Statement of Revenues, Expenses and Changes in Fund Equity

For Fiscal Year Ended January 31, 2000

	<u>Revenue</u>	<u>Expenses</u>	<u>Contrib/(loss)</u>
<u>Health</u>			
City Plan	21,229,601	20,198,156	
Kaiser	36,295,790	42,703,204	
Pacific Care	6,752,709	6,447,283	
Health Net	35,069,371	33,927,634	
Vision Plan		997,260	
Premium Refunds		286,235	
Plan 1 Util. Review		11,459	
US Behavioral		300,435	
Preferred Health Ntwk		11,081	
Prescription Med		4,534,510	
	<u>99,347,471</u>	<u>109,417,256</u>	(10,069,785)
<u>Unallocated Health/Dental</u>			
City Subsidy/Rtrmt	61,892		
School District	4,298,618		
Community College	1,287,411		
City Contrib/Active	<u>4,956,456</u>		10,604,376
<u>Dental</u>			
Delta Dental	15,400,593	14,385,166	
Delta Dental TWU		1,152,740	
Delta Care PMI	1,098,716	556,144	
Pacific Union	<u>578,865</u>	<u>271,016</u>	
	17,078,174	16,365,066	713,108
<u>Flex-Benefits</u>			
Colonial Dis.	3,046,761	2,951,641	
DCAP&Med Reimb	1,083,227	1,872,646	
MEA Med Reimb.	615,643		
UNUM-LTD	1,471,616	1,377,335	
Flex-Plan HSS	163,637	166,279	
Flex-Plan TPA	<u>723,627</u>	<u>642,826</u>	
	7,104,511	7,010,727	93,784
<u>Other</u>			
Rutherford Publishing		41,224	
Postage		<u>5,805</u>	
		47,029	(47,029)
Net Increase of Assets			<u>1,294,454</u>

DRAFT

City and County of San Francisco
Health Service System
Budget vs. Actual

Year to Date ending January 31, 2000

	Revenue		Expenses	
	Budget	Actual	Budget	Actual
City Adm-Plan 1	15,000,000	21,229,601	15,000,000	20,198,156
KAISER	50,000,000	36,295,780	50,000,000	42,703,204
PacificCare	7,500,000	6,752,709	7,500,000	6,447,283
Health Net	35,000,000	35,069,371	35,000,000	33,927,634
Vision Plan			1,235,000	997,260
Plan 1 utilization review			380,000	286,235
Preferred Health ntw			50,000	11,459
U.S. Behavioral Health			400,000	300,435
Prescription Drugs Benefits			6,000,000	4,534,510
Delta Dental Plan	15,000,000	15,400,583	15,000,000	14,385,166
Delta Dental-TWU			1,500,000	1,152,740
Delta Care PMI	600,000	1,098,718	600,000	556,144
Pacific Union	350,000	578,865	350,000	271,016
Colonial Disability Ins.	3,000,000	3,046,761	3,000,000	2,951,641
DCAP & Medical Reim	2,300,000	1,083,227	2,300,000	1,872,646
MEA Med Reimb Plan	75,000	615,643	75,000	-
UNUM-LTD	1,500,000	1,471,816	1,500,000	1,377,335
Flex-Plan HSS	175,000	163,637	175,000	166,279
Flex-Plan TPA	800,000	723,627	800,000	642,826
Rutherford Publishing			100,000	41,224
Open Enrollmt/postage			15,000	5,805
TOTALS	\$ 131,300,000	\$ 123,530,156	\$ 140,980,000	\$ 132,828,998

Revenue Protection for period February - June 2000

[illegible]

DRAFT

Revenue Projection for period February - June 2000

Revenue Projection for period February - June 2000													
Membership Status					Kaiser				HealthNet				
	Count	Rate/mo	Total		Count	Rate/mo	Total		Count	Rate/mo	Total		
Active	3,419	291.46	996,502		15,010	184.85	2,774,599	2,941	182.85	537,762	15,037	182.85	2,749,515.45
Retired Employees													
No Medicare	991	514.48	509,850		2,252	208.95	470,555	229	159.64	36,558	1,128	233.50	263,388.00
Part A	50	383.59	19,180		57	208.95	11,910	6	159.64	958	14	233.50	3,289.00
Part B	54	301.20	16,265		14	208.95	2,925	2	159.64	319	5	233.50	1,167.50
Medicare	3,715	167.62	622,708		4,295	19.70	84,612	359	31.54	11,323	1,434	39.55	56,714.70
Resigned Employees													
No Medicare	1	514.48	514										
Part A	1	383.59	384										
Part B	4	301.20	1,205										
Medicare	23	167.62	3,855		6	19.70	118	2	35.62	71	3	39.55	118.65
Surviving Spouse													
No Medicare	112	514.48	57,622		258	208.95	53,909	21	168.73	3,543	85	233.50	19,847.50
Part A	2	383.59	767		4	208.95	836				2	233.50	467.00
Part B	7	301.20	2,108		2	208.95	418						
Medicare	1,001	167.62	167,788		864	19.70	17,021	40	35.62	1,424.80	157	39.55	6,209.35
Cobra	54	291.46	15,739		82	184.85	15,158	15	182.85	2,742.75	73	182.85	13,348.05
Commissioners	25	291.46	7,287		10	184.85	1,849	7	182.85	1,279.95	12	182.85	2,194.20
Adult Dependents of Active Employees	1,102	207.14	228,268		5,788	178.58	1,033,621	1,469	159.64	234,511.16	6,556	168.36	1,104,104.88
Adult Dependents of Retired Employees													
No Medicare	459	207.14	95,077		925	178.58	165,187	109	168.73	18,391.57	415	168.36	69,869.40
Part A	4	213.38	854		3	178.58	536				2	168.36	336.72
Part B	4	206.03	824		7	178.58	1,250	1	168.73	168.73			
Medicare	959	163.58	156,873		1,280	13.62	17,434	111	35.62	3,953.82	351	35.47	12,449.97

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FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, February 11, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

MINUTES

CALL TO ORDER: 8:51 AM

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice President Zvanski, Chair - Present
Commissioner Fraser - Present
President Heldfond, *ex-officio* - Excused
Commissioner Katz, *ex-officio* (Has resigned)
Commissioner Paretchan - Present

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02112000-01B

DISCUSSION ITEM: Presentation by Health Service System staff regarding fiscal-year-to-date expenditures from the Trust Fund and projected expenditures for the remainder of the current fiscal year 1999-2000 and the Trust Fund budget for the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee for this item:

- *Report of fiscal-year-to-date expenditures from the Trust Fund and projected expenditures for the remainder of the current fiscal year 1999-2000.*
- *Draft budget for the upcoming fiscal year 2000-2001.*

Mr. Duncan noted that this version of the Trust Fund Budget represents a starting point and further noted the difficulty in obtaining various data.

Patricia Wu, HSS Financial Analyst, reviewed the year-to-date and projected Trust fund Expenditure and the projected Trust Fund budget for FY 2000-2001.

Ms. Wu noted the following:

- 1) Certain expenditures, i.e. City Plan, Pharmacy are based on demand utilization and hence the difficulty in projecting these costs.
- 2) City employees in a leave status continue to be a premium collection problem.
- 3) Ms. Modena will ask HSS representative to discuss this matter at the next DPO meeting the following points:
 1. At this point, Commissioner Paretchan inquired as to HSS steps to recover cost of medical payments for compensation work injuries. Mr. Duncan agreed to discuss this injury with Ms. Erfe, Medical Claims Supervisor, and Mr. Howell, Deputy Director, Workers' Compensation Division.
 2. Commissioner Zvanski inquired about the funding for Muni employees' chemical rehabilitation treatment at the Claremont facility in the East Bay. Ms. Modena noted these costs were paid by the Muni Trust Fund.
 3. Discussions regarding the HSS/DHR showing of legal fees, out of scope contract costs, audit costs and VDT costs were addressed. Commissioner Paretchan suggested that contracts contain a "not to exceed" cost statement to avoid the out-of-scope costs problem in the future.
 4. Commissioner Fraser commended Mr. Duncan, Ms. Wu and the HSS staff for the preparation of this budget document.

02112000-02B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Trust Fund for the current fiscal year 1999-2000 or for fiscal year 2000-2001.

Explanatory Documents Provided to Committee for this item: None.

The following recommendations were made:

1. The costs for the revised Summary Plan Document need to be referred to the full Board for review and action.
2. The need to allocate up to \$200,000 for various audit to be conducted for FY 99-00 and FY 00-01.
3. Towers Perrin needs to be consulted regarding the strengths and weaknesses in performing a Delta Dental audit.

Public Comments: None.

Action: A motion was made which was seconded to recommend to the full Board that trust fund monies should be provided (not to exceed \$50,000) for Actuarial fees for the current year FY 99-2000.

Motion passed. (3-0 vote.)

02112000-03B

ACTION ITEM: Review and discussion of the management letter issued by the auditors, KPMG, for the audited financial statements for fiscal year 98-99.

Explanatory documents provided to Committee for this item: KPMG Management letter.

The Board agreed not to discuss this item since the full Board has recommended allowing Mr. Duncan to respond to KPMG Management letter.

ADJOURNMENT: 10:07 AM.

**City and County of San Francisco
Health Service Fund**

Projected Revenue and Expenditures for February-June 2000

	<u>Projected Revenue</u>	<u>Projected Expenses</u>
<u>Health</u>		
City Plan	16,125,141	12,571,080
Kaiser	31,812,889	31,332,320
Pacific Care	6,028,328	5,609,024
Health Net	29,790,966	28,386,847
Vision Plan		785,917
Premium Refunds		204,454
Plan 1 Util. Review		8,185
US Behavioral		214,596
Preferred Health Ntwk		-
Prescription Med		4,158,965
<u>Dental</u>		
Delta Dental	10,781,201	10,275,119
Delta Dental TWU		823,385
Delta Care PMI	754,810	397,246
Pacific Union	402,426	193,583
<u>Flex-Benefits</u>		
Colonial Dis.	2,108,315	2,108,315
DCAP&Med Reimb	1,337,604	1,337,604
MEA Med Reimb.	-	
UNUM-LTD	983,811	983,811
Flex-Plan HSS	118,771	118,771
Flex-Plan TPA	193,583	193,583
<u>Other</u>		
Rutherford Publishing		24,232
Postage		200,000
Reproduction (Workorder)		100,000
Grand Totals	100,437,845	100,027,036
Net Increase of Assets (estimate)		<u>\$ 410,808</u>

5 mo ending 6/2000

VSP Projected Expenditures

Rate for HMO members

<u>Active</u>	Count	Rate	amount
Biweekly Member	11,288	1.78	20,092.64
Biweekly Member +1	9,044	2.48	22,429.12
Biweekly Member +2	14,922	3.53	52,674.66
Monthly Member	1,548	3.86	5,970.12
Monthly Member+1	226	5.37	1,214.37
Monthly Member+2	270	7.65	2,065.05

Retired with Medicare

Monthly Member	16	3.86	61.76
Monthly Member+1	151	5.37	810.87
Monthly Member+2	17	7.65	130.05

Retired No Medicare

Monthly Member	1,004	3.86	3,875.44
Monthly Member+1	376	5.37	2,019.12
Monthly Member+2	107	7.65	818.55

Rate for City Plan 1 members

Count	Rate	amount
3,531	1.65	5,826.15
1,578	3.52	5,554.56
1,180	4.31	5,085.80
249	3.57	888.93
65	7.63	495.95
38	9.33	354.54

3,439	3.57	12,277.23
1,116	7.63	8,515.08
32	9.33	298.56

870	3.57	3,105.90
298	7.63	2,273.74
37	9.33	345.21

112,161.75

45,021.65

Times 5 mos

560,808.77

225,108.25

Total Projection for VSP

786,917.02

Feb - June 2000

Expenditure Projection for period February - June 2000

Membership Status	Kaiser			Pacificare			HealthNet		
	Count	Rate/mo	Total	Count	Rate/mo	Total	Count	Rate/mo	Total
Active	15,010	180.58	2,710,506	2,941	158.13	465,060	15,037	166.85	2,508,923.45
Retired Employees									
No Medicare	2,252	204.87	461,367	229	158.10	36,205	1,128	233.50	263,388.00
Part A	57	204.87	11,678	6	158.10	949	14	233.50	3,269.00
Part B	14	204.87	2,868	2	158.10	316	5	233.50	1,167.50
Medicare	4,295	15.62	67,088	359	31.54	11,323	1,434	39.55	56,714.70
Resigned Employees									
No Medicare									
Part A									
Part B									
Medicare	6	15.62	94	2	31.54	63	3	35.47	106.41
Surviving Spouse									
No Medicare	258	204.87	52,856	21	158.10	3,320	85	222.87	18,943.95
Part A	4	204.87	819				2	222.87	445.74
Part B	2	204.87	410						
Medicare	864	15.62	13,496	40	31.54	1,261.60	157	35.47	5,568.79
Cobra	82	180.58	14,808	15	158.13	2,371.95	73	166.85	12,180.05
Commissioners	10	180.58	1,806	7	158.13	1,106.91	12	166.85	2,002.20
Adult Dependents of Active Employees	5,788	178.58	1,033,621	1,469	158.13	232,292.97	6,558	166.85	1,094,202.30
Adult Dependents of Retired Employees									
No Medicare	925	178.58	165,187	109	158.13	17,236.17	415	166.85	69,242.75
Part A	3	178.58	536				2	168.36	336.72
Part B	7	178.58	1,250	1	158.13	158.13			
Medicare	1,280	13.62	17,434	111	31.54	3,500.94	351	35.47	12,449.97

Revenue Protection for period February - June 2000

City Plan 1

Membership Status

Membership Status	Count			Kaiser			Pacificare			HealthNet		
	Count	Rate/mo	Total	Count	Rate/mo	Total	Count	Rate/mo	Total	Count	Rate/mo	Total
Active	3,419	291.46	996,502	15,010	184.85	2,774,599	2,941	182.85	537,762	15,037	182.85	2,749,515.45
Retired Employees												
No Medicare	991	514.48	509,850	2,252	208.95	470,555	229	159.64	36,558	1,128	233.50	263,388.00
Part A	50	383.59	19,180	57	208.95	11,910	6	159.64	958	14	233.50	3,289.00
Part B	54	301.20	16,285	14	208.95	2,925	2	159.64	319	5	233.50	1,167.50
Medicare	3,715	167.62	622,708	4,295	19.70	84,612	359	31.54	11,323	1,434	39.55	56,714.70
Resigned Employees												
No Medicare	1	514.48	514									
Part A	1	383.59	384									
Part B	4	301.20	1,205									
Medicare	23	167.62	3,855	6	19.70	118	2	35.62	71	3	39.55	118.65
Surviving Spouse												
No Medicare	112	514.48	57,622	258	208.95	53,809	21	168.73	3,543	85	233.50	19,847.50
Part A	2	383.59	767	4	208.95	836				2	233.50	467.00
Part B	7	301.20	2,108	2	208.95	418						
Medicare	1,001	167.62	167,788	864	19.70	17,021	40	35.62	1,424.80	157	39.55	6,209.35
Cobra	54	291.46	15,739	82	184.85	15,158	15	182.85	2,742.75	73	182.85	13,348.05
Commissioners	25	291.46	7,287	10	184.85	1,849	7	182.85	1,279.95	12	182.85	2,194.20
Adult Dependents of Active Employees	1,102	207.14	228,268	5,788	178.58	-1,033,621	1,469	159.64	234,511.16	6,558	168.36	1,104,104.88
Adult Dependents of Retired Employees												
No Medicare	459	207.14	95,077	925	178.58	165,187	109	168.73	18,391.57	415	168.36	69,869.40
Part A	4	213.38	854	3	178.58	536				2	168.36	336.72
Part B	4	206.03	824	7	178.58	1,250	1	168.73	168.73			
Medicare	959	163.58	156,873	1,280	13.62	17,434	111	35.62	3,953.92	351	35.47	12,449.97

Revenue Protection for period February - June 2000

[illegible]

**City and County of San Francisco
Health Service Fund**

Projected Revenue and Expenditures for Fiscal Year 2000-2001

	<u>Projected Revenue</u>	<u>Projected Expenses</u>
<u>Health</u>		
City Plan	46,440,406	32,769,236
Kaiser	81,008,340	79,784,620
Pacific Care	15,987,125	14,875,138
Health Net	75,716,719	72,148,010
Vision Plan		
Premium Refunds		1,834,623
Plan 1 Util. Review		481,446
US Behavioral		547,254
Prescription Med		7,405,434
<u>Dental</u>		
Delta Dental	25,084,714	25,225,744
Delta Dental TWU		2,015,430
Delta Care PMI	1,756,880	892,314
Pacific Union	941,950	431,152
<u>Flex-Benefits</u>		
Colonial Dis.	5,135,400	5,135,400
DCAP&Med Reimb	3,278,112	3,278,112
MEA Med Reimb.	-	
UNUM-LTD	2,375,730	2,375,730
Flex-Plan HSS	287,554	287,554
Flex-Plan TPA	1,001,450	1,001,450
<u>Other</u>		
Rutherford Publishing		100,000
Postage		200,000
Printing (Reproduction Dpt./Workorder)		100,000
Actuarial		170,000
Audit/ Claims		60,000
Audit/ Pharmacy		60,000
 Grand Totals	 259,014,380	 251,178,647
Net Increase of Assets (estimate)		7,835,733
Minus 30%error deviation rate		(2,350,720)
 Revised Increase of Assets		 <u>5,485,013</u>

VSP Projected Expenditures

Fiscal Year 2000-2001Rate for HMO membersRates for all members

Active
Biweekly Member
Biweekly Member +1
Biweekly Member +2

<u>Count</u>	<u>Rate</u>	<u>amount</u>
14,819	1.78	26,378
10,622	2.48	26,343
16,102	3.53	56,840

Monthly Member
Monthly Member+1
Monthly Member+2

1,797	3.86	6,938
291	5.37	1,563
308	7.65	2,356

Retired with Medicare

Monthly Member
Monthly Member+1
Monthly Member+2

3,455	3.86	13,336
1,267	5.37	6,804
49	7.65	375

Retired No Medicare

Monthly Member
Monthly Member+1
Monthly Member+2

1,874	3.86	7,234
674	5.37	3,619
144	7.65	1,102

152,885

times 12 months

1,834,623

City Plan 1

Membership Status

	City Plan 1			Kaiser			Pacificare			HealthNet		
	Count	Rate/mo	Total	Count	Rate/mo	Total	Count	Rate/mo	Total	Count	Rate/mo	Total
Active	3,419	291.46	996,502	15,010	184.85	2,774,599	2,941	182.85	537,762	15,037	182.85	2,749,515.45
Retired Employees												
No Medicare	991	514.48	509,850	2,252	208.95	470,555	229	159.64	36,558	1,128	233.50	263,388.00
Part A	50	383.59	19,180	57	208.95	11,910	6	159.64	958	14	233.50	3,269.00
Part B	54	301.20	16,265	14	208.95	2,925	2	159.64	319	5	233.50	1,167.50
Medicare	3,715	167.62	622,708	4,295	19.70	84,612	359	31.54	11,323	1,434	39.55	56,714.70
Resigned Employees												
No Medicare	1	514.48	514									
Part A	1	383.59	384									
Part B	4	301.20	1,205									
Medicare	23	167.62	3,855	6	19.70	118	2	35.62	71	3	39.55	118.65
Surviving Spouse												
No Medicare	112	514.48	57,622	258	208.95	53,909	21	168.73	3,543	85	233.50	19,847.50
Part A	2	383.59	767	4	208.95	836				2	233.50	467.00
Part B	7	301.20	2,108	2	208.95	418						
Medicare	1,001	167.62	167,788	864	19.70	17,021	40	35.62	1,424.80	157	39.55	6,209.35
Cobra	54	291.46	15,739	82	184.85	15,158	15	182.85	2,742.75	73	182.85	13,348.05
Commissioners	25	291.46	7,287	10	184.85	1,849	7	182.85	1,279.95	12	182.85	2,194.20
Adult Dependents of Active Employees	1,102	207.14	228,268	5,788	178.58	1,033,621	1,469	159.64	234,511.16	6,558	168.36	1,104,104.88
Adult Dependents of Retired Employees												
No Medicare	459	207.14	95,077	925	178.58	165,187	109	168.73	18,391.57	415	168.36	69,869.40
Part A	4	213.38	854	3	178.58	536				2	168.36	336.72
Part B	4	206.03	824	7	178.58	1,250	1	168.73	168.73			
Medicare	959	163.58	156,873	1,280	13.62	17,434	111	35.62	3,953.62	351	35.47	12,449.97

5
14
25/00

FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, February 25, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

A G E N D A

CALL TO ORDER

ROLL CALL

Vice President Zvanski, Chair
Commissioner Fraser
President Heldfond, *ex-officio*
Commissioner Paretchan

DOCUMENTS DEPT.

FEB 23 2000

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02252000-01B **ACTION ITEM:** Approval (with possible modifications) of the minutes of the following meetings:

- Meeting of January 28, 2000.
- Meeting of February 11, 2000.

Explanatory Documents Provided to Committee for this item: Draft versions of minutes for each meeting.

Staff Recommendation: Approve draft minutes.

Public Comments:

Action:

02252000-02B

DISCUSSION ITEM: Presentation by Human Resources Department of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001.

Explanatory Documents Provided to Committee for this item: None.

02252000-03B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee for this item: None.

Staff Recommendation: Wait until later in the budget process to make recommendations to the full Health Service Board.

Public Comments:

Action:

02252000-04B

DISCUSSION ITEM: Presentation by Health Service System staff regarding expenditures recommended to be made from the Trust Fund for the current fiscal year 1999-2000 and the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee for this item:

- *Open Enrollment and Other Expenditure Analysis for Inclusion in the Trust Fund budget for fiscal year 1999-2000.*
- *Open Enrollment and Other Expenditure Analysis for Inclusion in the Trust Fund budget for fiscal year 2000-2001.*

02252000-05B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Trust Fund for the current fiscal year 1999-2000 or for fiscal year 2000-2001.

Explanatory documents provided to Committee for this item: Draft resolution regarding expenditures for fiscal year 1999-2000.

Staff Recommendation:

1. Recommend approval of draft resolution authorizing expenditure of up to \$375,000 for payment of expenses for dissemination of information pursuant to Charter Section A8.423.
2. Recommend approval of the expenditures for fiscal year 1999-2000 as set forth in the Open Enrollment and Other Expenditure Analysis for Inclusion in the Trust Fund Budget for fiscal year 1999-2000.

3. Wait until later in the budget process to make recommendations to the full Health Service Board regarding the Trust Fund Budget for fiscal year 2000-2001.

Public Comments:

Action:

02252000-06B DISCUSSION ITEM: Opportunity to place items on future agendas.

02252000-07B DISCUSSION ITEM: Opportunity for the public to comment on any matters within the Committee's jurisdiction.

Public Comments:

ADJOURNMENT:

DISABILITY ACCESS

The meeting will be held at City Hall, #1 Dr. Carlton B. Goodlett Place, Room 400. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting or hearing are available in alternative formats.

If you require the use of any of these services, please contact Mila A. Palarca at (415) 554-1737 at least 72 hours prior to the meeting.

In order to assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, Boards, Councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine-O'Hara by mail to Administrative Services, #1 Dr. Carlton B. Goodlett Place, Room 362, by phone at (415) 554-6171, by fax at (415) 554-6177 or by email at Rachel_ArnstineO'Hara@ci.sf.ca.us

Citizens interested in obtaining a copy of the Sunshine Ordinance can request a copy from Ms. Arnstine-O'Hara or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.anlegal.com/sanfran/viewcode.htm>

**City and County of San Francisco
Health Service Fund**

Projected Revenue and Expenditures for Fiscal Year 2000-2001

	<u>Projected Revenue</u>	<u>Projected Expenses</u>
<u>Health</u>		
City Plan	46,440,406	32,769,236
Kaiser	81,008,340	79,784,620
Pacific Care	15,987,125	14,875,138
Health Net	75,716,719	72,148,010
Vision Plan		
Premium Refunds		1,834,623
Plan 1 Util. Review		481,446
US Behavioral		547,254
Prescription Med		7,405,434
<u>Dental</u>		
Delta Dental	25,084,714	25,225,744
Delta Dental TWU		2,015,430
Delta Care PMI	1,756,880	892,314
Pacific Union	941,950	431,152
<u>Flex-Benefits</u>		
Colonial Dis.	5,135,400	5,135,400
DCAP&Med Reimb	3,278,112	3,278,112
MEA Med Reimb.	-	
UNUM-LTD	2,375,730	2,375,730
Flex-Plan HSS	287,554	287,554
Flex-Plan TPA	1,001,450	1,001,450
<u>Other</u>		
Rutherford Publishing		100,000
Grand Totals	259,014,380	250,588,647
Net Increase of Assets (estimate)		8,425,733
Minus 30%error deviation rate		(2,527,720)
Revised Increase of Assets		<u>5,898,013</u>

OPEN ENROLLMENT AND OTHER EXPENDITURE ANALYSIS
FOR INCLUSION IN TRUST FUND BUDGET FOR FY 2000-2001

PROJECTED TRUST FUND BALANCE FOR FY 2000-2001

Projected Revenue over expenses for FY 2000-2001	5,898,013
Projected Assets Available	<u>\$ 5,898,013</u>

Items for consideration:

2000-2001 OPEN ENROLLMENT:

-		
City Reprographics	99,000	
Outside Printer-Enrollment Forms	16,000	
Postage	250,000	
Mail Service-FYI Direct	<u>10,000</u>	375,000

OTHER:

Audit/ Pharmacy FY 2000-2001	60,000	
Audit/ Claims	60,000	
Legal Fees/estimate	25,000	
Actuarial	<u>60,000</u>	205,000

Available Assets After Open Enrollment/Other **\$ 5,318,013**

OPEN ENROLLMENT AND OTHER EXPENDITURE ANALYSIS
FOR INCLUSION IN TRUST FUND BUDGET FOR FY 1999-2000

TRUST FUND BALANCE

Actual Increase of Funds from Operation as of Jan 2000	4,294,454	
Projected Increase of Funds from Feb 2000 to June 2000	710,808	
		<hr/>
Projected Assets Available	\$ 5,005,262	<hr/>

Items for consideration:

OPEN ENROLLMENT:

	-	
City Reprographics	99,000	
Outside Printer-Enrollment Forms	16,000	
Postage	250,000	
Mail Service-FYI Direct	<u>10,000</u>	375,000

OTHER:

Audit/ Pharmacy FY 99-2000	50,000	
Actuarial/not to exceed	<u>50,000</u>	100,000

Available Assets After Open Enrollment/Other **\$ 4,530,262**

City and County of San Francisco
Health Service Fund

Projected Revenue and Expenditures for February-June 2000

	<u>Projected Revenue</u>	<u>Projected Expenses</u>
<u>Health</u>		
City Plan	16,125,141	12,571,080
Kaiser	31,812,889	31,332,320
Pacific Care	6,028,328	5,609,024
Health Net	29,790,966	28,386,847
 Vision Plan		785,917
Premium Refunds		204,454
Plan 1 Util. Review		8,185
US Behavioral		214,596
Preferred Health Ntwk		-
Prescription Med		4,158,965
-		
-		
<u>Dental</u>		
Delta Dental	10,781,201	10,275,119
Delta Dental TWU		823,385
Delta Care PMI	754,810	397,246
Pacific Union	402,426	193,583
 <u>Flex-Benefits</u>		
Colonial Dis.	2,108,315	2,108,315
DCAP&Med Reimb	1,337,604	1,337,604
MEA Med Reimb.	-	
UNUM-LTD	983,811	983,811
Flex-Plan HSS	118,771	118,771
Flex-Plan TPA	193,583	193,583
 <u>Other</u>		
Rutherford Publishing		24,232
 Grand Totals	100,437,845	99,727,036
 Net Increase of Assets (estimate)		<u>\$ 710,808</u>

REVISED 2/22/2000

DRAFT

[Open Enrollment Expenses]

RESOLUTION APPROVING PAYMENT OF CERTAIN OPEN ENROLLMENT EXPENSES FOR PLAN YEAR 1999-2000, PURSUANT TO SECTION A8.423 OF APPENDIX A TO THE CHARTER, AND REQUESTING AN ACCOUNTING FOR SUCH PLAN YEAR.

WHEREAS, Pursuant to Section A8.423 of Appendix A to the City Charter, the Health Service Board (the "Board") is required to obtain and disseminate information to its members with regard to plan benefits and costs thereof; and

WHEREAS, Pursuant to such Charter Section, the Board is required to pay from reserves in the Health Service Fund all expenses in connection with obtaining and disseminating such information; and

WHEREAS, for Open Enrollment for the Plan Year 1999-2000 (the " Plan Year"), the estimated expenses of obtaining and disseminating such information (the "Information Expenses") are set forth in Exhibit A attached hereto and made a part hereof; and

WHEREAS, The Board desires to approve the payment of the Information Expenses and to obtain a prompt accounting of the expenses paid from the Health Service Fund for the Plan Year; now, therefore, be it

RESOLVED, That the Board hereby approves the payment from the Health Service Fund of the Information Expenses; and

FURTHER RESOLVED, That HSS staff prepare and return to the Board a prompt accounting of all such Information Expenses paid for out of the Health Service Fund.

EXHIBIT A

Estimated Information Expenses

Postage, mailing and printing expenses not to exceed \$375,000.

1
2
3 **CERTIFICATION**

4 *I hereby certify that I perform the functions of the Secretary of the Health Service Board, and*
5 *that the above Resolution was duly adopted and approved by the Health Services Board at a*
6 *properly noticed meeting on March ____, 2000.*
7

8 _____
9 **Mila Palarca**
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**FINANCE AND BUDGET COMMITTEE MEETING OF
THE HEALTH SERVICE BOARD**

**Friday, February 25, 2000
8:30 AM**

**City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

M I N U T E S

CALL TO ORDER

ROLL CALL

Vice President Zvanski, Chair	Present
Commissioner Fraser	Excused
President Heldfond, <i>ex-officio</i>	Excused
Commissioner Paretchan	Present

DOCUMENTS DEPT

APR 10 2000

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02252000-01B ACTION ITEM: Approval (with possible modifications) of the minutes of the following meetings:

- Meeting of January 28, 2000.
- Meeting of February 11, 2000.

Explanatory Documents Provided to Committee for this item: Draft versions of minutes for each meeting.

Staff Recommendation: Approve draft minutes.

Public Comments: None.

Action: A motion was made and seconded to accept and approve the Minutes of January 28 and February 11, 2000 with changes.

- 02252000-02B **DISCUSSION ITEM: Presentation by Human Resources Department of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001.**

Explanatory Documents Provided to Committee for this item: None.

Mr. Duncan noted that Ms. Modena, Deputy Director of Human Resources asked to be excused from the meeting due to budget commitments.

- 02252000-03B **ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001.**

Explanatory documents provided to Committee for this item: None.

Mr. Duncan asked the Committee to accept the Staff Recommendation. He also asked the Committee to invite the Mayor's Office Budget Analyst responsible for the HSS Division budget to attend the Budget meeting.

Staff Recommendation: Wait until later in the budget process to make recommendations to the full Health Service Board.

Public Comments: None.

Action: Motion was made and seconded to accept the staff recommendation. Motion passed 2-0.

- 02252000-04B **DISCUSSION ITEM: Presentation by Health Service System staff regarding expenditures recommended to be made from the Trust Fund for the current fiscal year 1999-2000 and the upcoming fiscal year 2000-2001.**

Explanatory documents provided to Committee for this item:

- *Open Enrollment and Other Expenditure Analysis for Inclusion in the Trust Fund budget for fiscal year 1999-2000.*
- *Open Enrollment and Other Expenditure Analysis for Inclusion in the Trust Fund budget for fiscal year 2000-2001.*

Ms. Wu, HSS Financial Analyst, addressed the Committee using Exhibits 1 and 2. Commissioner Parechan asked if investment income could be determined and included in future financial reports. He also asked if the Benefit Plans could assume part of the annual open enrollment costs.

Mr. Duncan agreed to look into both suggestions.

Public Comments: Shirley Davidner, Retiree, asked about the rent and furniture open enrollment costs.

02252000-05B

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board regarding the Trust Fund for the current fiscal year 1999-2000 or for fiscal year 2000-2001.

Explanatory documents provided to Committee for this item: Draft resolution regarding expenditures for fiscal year 1999-2000.

Staff Recommendation:

1. Recommend approval of draft resolution authorizing expenditure of up to \$375,000 for payment of expenses for dissemination of information pursuant to Charter Section A8.423.
2. Recommend approval of the expenditures for fiscal year 1999-2000 as set forth in the Open Enrollment and Other Expenditure Analysis for Inclusion in the Trust Fund Budget for fiscal year 1999-2000.
3. Wait until later in the budget process to make recommendations to the full Health Service Board regarding the Trust Fund Budget for fiscal year 2000-2001.

Public Comments: None.

Action: A motion was made and seconded to accept the staff recommendations. Motion passed 2-0.

02252000-06B

DISCUSSION ITEM: Opportunity to place items on future agendas.

Commissioner Zvanski asked about the KPMG Management letter and Mr. Duncan is working on an updated management response.

Commissioner Paretchan congratulated the staff on their recent efficiency and cooperation along with a sense of responsibility.

02252000-07B

DISCUSSION ITEM: Opportunity for the public to comment on any matters within the Committee's jurisdiction.

Public Comments: None.

ADJOURNMENT: 9:49 AM

FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, March 31, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

A G E N D A

DOCUMENTS DEPT.

CALL TO ORDER

MAR 23 2000

ROLL CALL

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PUBLIC LIBRARY

Vice President Zvanski, Chair
Commissioner Fraser
President Heldfond, *ex-officio*
Commissioner Paretchan

03312000-01FB ACTION ITEM: Approval (with possible modifications) of the minutes of February 25, 2000.

Explanatory Documents Provided to Committee for this item: Draft version of minutes.

Staff Recommendation: Approve draft minutes.

Public Comments:

Action:

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

- Speakers are urged to fill out a speaker card in advance, but may remain anonymous if so desired.
- A member of the public has up to three minutes to make *pertinent* public comments before action is taken on any agenda item.
- A member may comment on *any* matter within the Board's jurisdiction at the designated time at the end of the meeting. The complete rules are set forth in Section A(6) of the Health Service System Rules and Regulations. A copy of these Rules and Regulations is available at any time upon request. Call Mila A. Palarca at (415) 554-2479.

03312000-02FB **DISCUSSION ITEM:** Discussion with Human Resources Department and Mayor's Budget Office of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001.

Explanatory Documents Provided to Committee for this item: None.

03312000-03FB **ACTION ITEM:** Consideration of and possible recommendations to the Health Service Board the Health Service Trust Fund Budget for the current fiscal year 1999-2000 or the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee for this item: None.

Staff Recommendation:

Public Comments:

Action:

03312000-04FB **DISCUSSION ITEM:** Opportunity to place items on future agendas.

03312000-05FB **DISCUSSION ITEM:** Opportunity for the public to comment on any matter within the Committee's jurisdiction.

Public Comments:

ADJOURNMENT:

DISABILITY ACCESS

The meeting will be held at City Hall, #1 Dr. Carlton B. Goodlett Place, Room 400. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting or hearing are available in alternative formats.

If you require the use of any of these services, please contact Mila A. Palarca at (415) 554-1737 at least 72 hours prior to the meeting.

In order to assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, Boards, Councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine-O'Hara by mail to Administrative Services, #1 Dr. Carlton B. Goodlett Place, Room 362, by phone at (415) 554-6171, by fax at (415) 554-6177 or by email at Rachel_ArnstineO'Hara@ci.sf.ca.us

Citizens interested in obtaining a copy of the Sunshine Ordinance can request a copy from Ms. Arnstine-O'Hara or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.amlegal.com/sanfran/viewcode.htm>



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31/00

FINANCE AND BUDGET COMMITTEE MEETING OF THE HEALTH SERVICE BOARD

Friday, March 31, 2000
8:30 AM

City Hall, Room 400
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

M I N U T E S

CALL TO ORDER

8:45AM

DOCUMENTS DEPT.

ROLL CALL

MAY 2 2000

Vice President Zvanski, Chair - Present
Commissioner Fraser - *Excused*
President Heldfond, *ex-officio* - *Excused*
Commissioner Paretchan - Present

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PUBLIC LIBRARY

03312000-01FB ACTION ITEM: Approval (with possible modifications) of the minutes of February 25, 2000.

Explanatory documents provided to Committee for this item: Draft version of minutes.

Staff Recommendation: Approve draft minutes.

Public Comments: None.

Action: A motion was made and seconded to accept and approve the Minutes of February 25, 2000. Motion passed 2-0

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

- Speakers are urged to fill out a speaker card in advance, but may remain anonymous if so desired.
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03312000-02FB

DISCUSSION ITEM: Discussion with Human Resources Department and Mayor's Budget Office of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee prior to the meeting for this item: None.

- Michele Modena, Deputy Director, Dept. of Human Resources Administration and Christine Ragan, Mayor's Budget Office, discussed the status, issues and concerns relating to the Dept. of Human Resources, Health Service Division budget for the upcoming fiscal year 2000-2001.
- Ms. Modena expressed her appreciation for the Health Service Board's cooperation on this issue.
- Commissioner Zvanski discussed issues regarding vacant positions to be filled in Health Service and the need to obtain full staffing as soon as possible.
- Bart Duncan introduced the newly hired full-time Secretary to the Health Service Board, Arnetta Brown.

The Committee discussed the impact of outstanding projects on the Health Service operating budget, including the additional fees required in order to have Towers Perrin perform consulting services to explore Plan 1 alternatives, including CalPERS.

03312000-03FB

ACTION ITEM: Consideration of and possible recommendations to the Health Service Board the Health Service Trust Fund Budget for the current fiscal year 1999-2000 or the upcoming fiscal year 2000-2001.

Explanatory documents provided to Committee prior to the meeting for this item: None.

Staff Recommendations: Recommended authorization to spend from the Trust Fund an amount not to exceed \$168,000 for the Summary Plan Document.

- Mr. Duncan informed the Committee that Towers Perrin had increased its original estimate for consulting services in connection with the Summary Plan Document for the City Health Plan. Details were presented in a letter from Towers Perrin. He also informed the Committee that design and printing costs for the Summary Plan Document had never been budgeted.
- Commissioner Zvanski requested a report back on the dollar amount to make sure that amounts are accurate and appropriate.

Public Comments: Ms. Diane Hermann expressed concerns of retirees regarding the Summary Plan Document.

Action: Motion was made and seconded to accept the staff recommendation. Motion passed 2-0. Item will be presented to the full Board at its April 13, 2000 meeting.

03312000-04FB DISCUSSION ITEM: Opportunity to place items on future agendas.

- Items 2 and 3 are to be updated at the next meeting.

03312000-05FB DISCUSSION ITEM: Opportunity for the public to comment on any matters within the Committee's jurisdiction.

Public Comments: Diane Hermann expressed concerns regarding any cuts that might be made to the budget for the Health Service System.

ADJOURNMENT: 9:54 AM



HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Monday, May 15, 2000
9:00 AM

DOCUMENTS DEPT

City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

MAY 15 2000
SAN FRANCISCO
PUBLIC LIBRARY

☐ **Call to Order**

-
- ☐ **Roll Call** Vice President Zvanski, Chair
Commissioner Fraser
Commissioner Paretchan
President Heldfond (*ex officio*)

-
- ☐ **04132000-01 Action Item** **Approval (with possible modifications) of the minutes of the following meeting:**
- **Meeting of March 31, 2000**
- Documents provided to Committee prior to meeting:*
Draft version of minutes
- Staff Recommendation:** Approve draft minutes
- Public Comments:**
- Action:**

-
- ☐ **04132000-02 Discussion Item** **Presen'tation by and discussion with Human Resources Department and Mayor's Budget Office of status, issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2000-2001**
- Documents Provided to Committee prior to meeting:*
None.

<input type="checkbox"/>	04132000-03	Action Item	<p>Presentation and acceptance (with possible modifications) of regular financial report of HSS Staff</p> <p><i>Documents provided to Committee prior to meeting: Draft report</i></p> <p>Staff Recommendation: Accept Report</p> <p>Public Comments:</p> <p>Action:</p>
<input type="checkbox"/>	04132000-04	Discussion Item	<p>Billings and expenditures to date for services provided by Towers Perrin to the Health Service System</p> <p><i>Documents provided to Committee prior to meeting: Overview of such billings and expenditures</i></p>
<input type="checkbox"/>	04132000-05	Discussion Item	<p>Opportunity to place items on future agendas</p>
<input type="checkbox"/>	04132000-06	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction</p> <p>Public Comments:</p>

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The complete rules are set forth in Section A(6) of the Health Service System Rules and Regulations. A copy of these Rules and Regulations is available at any time upon request. Call Arnetta Brown at 554-2479.

DISABILITY ACCESS

The meeting will be held at City Hall, #1 Dr. Carlton B. Goodlett Place, Room 416. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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San Francisco, CA 94102

HEALTH SERVICE SYSTEM
1145 Market Street, 2nd Floor
San Francisco, CA 94103

NOTICE AND AGENDA

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FEB 12 2001

**City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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☐ **Roll Call** Vice President Zvanski, Chair
Commissioner Van Runkle
Commissioner Paretchan
President Heldfond (*ex officio*)

Status report and discussion of issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2001-2002

Documents Provided to Committee prior to meeting:
None.

Public Comments:

Possible recommendation to the full Board of an expenditure of up to \$375,000 from the Trust Fund for Open Enrollment expenses

Documents provided to Committee prior to meeting:
None

Staff Recommendation: Make recommendation

Public Comments:

Action:

<input type="checkbox"/> 02142001-03	Action Item	<p>Possible recommendation to the full Board of an expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Plan Guides for fiscal year 2001-2002</p> <p><i>Documents provided to Committee prior to meeting: Towers Perrin proposal letter dated 2/7/01</i></p> <p>Staff Recommendation: Make recommendation</p> <p>Public Comments:</p> <p>Action:</p>
<input type="checkbox"/> 02142001-04	Discussion Item	<p>Opportunity to place items on future agendas</p>
<input type="checkbox"/> 02142001-05	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction</p> <p>Public Comments:</p>

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The complete rules are set forth in Section A(6) of the Health Service System Rules and Regulations. A copy of these Rules and Regulations is available at any time upon request. Call Arnetta Brown at 554-1727.

SUMMARY OF HEALTH SERVICE BOARD RULES REGARDING CELL PHONES AND PAGERS

- The ringing and use of cell phones, pagers and similar sound-producing electronic devices is prohibited at Health Service Board meetings and its' committee meetings.
- The chair of the meeting may order the removal from the meeting room of any person(s) in violation of this rule.
- The chair of the meeting may allow an expelled person to return to the meeting following an agreement to comply with this rule.

The complete rules are set forth in Chapter 67A of the San Francisco Administrative Code and in the Rules and Regulations of the Health Service System.

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FINANCE AND BUDGET COMMITTEE
MEETING MINUTES
Wednesday, February 14, 2001
10:00 AM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

MAR 28 2001

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PLEDGE OF ALLEGIANCE
CALL TO ORDER: 10:05
ROLL CALL

Vice President Zvanski, Chair
Commissioner Van Runkle, Excused
Commissioner Paretchan
President Heldfond, Excused

02142000-01 Discussion Item Status report and discussion of issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2001-2002

Yvonne Hudson reported that the budget request for the Health Service Division was presented to Michele Modena on January 19, 2001. The minimal operational cost changes reflected in the budget request correspond to the adjustments to current spending levels and corrects things under-budgeted from last year. Examples of these expenses are the rent budget and the postal budgets. Ms. Hudson reported that the rent budget did not take into account the space left on the 2nd floor after Worker's Compensation Division moved. Therefore, it was a strain to find money in the HSS budget to pay for the space. Health Service System's space lease expires December 31, 2001 and a significant rent increase is expected. Commissioner Zvanski commented about whether DHR and Real Estate understand the importance of having a centralized location and space that is large enough to accommodate the additional staff and equipment. Mr. Duncan stated that he would invite Michele Modena and/or the new budget director, Will Lee to the next Finance and Budget meeting.

Ms. Hudson reported that the budget request for the Health Service Division includes the following staffing requests:

- Reclass positions and bring current tx'd positions to the appropriate level. Upgrade one (1406) clerk position to a (1408) principal clerk and expand work duties to that of an office manager.
- Upgrade current MIS position from 1022 to possibly a 1053.
- Reclassify the unused 8170 position to a Benefits Analyst position that will work exclusively on the discrepancy reports from the vendors.
- Add two new 1209 Benefits Technicians who will be responsible for processing transactions for the unified school district and the community college.
- Request one 1426 clerk to work permanently as the receptionist (presently filled with a temp.).
- Request 7 new 1210 Benefits Analysts and one 1813 Benefits Supervisor so that the telephone service hours can be expanded from 9 AM to 3:00 PM to 8:00 AM to 5:00 PM.

Ms. Hudson announced that People Soft is not included in the budget for this fiscal year and that Ray Wong has it covered under a special project budget that he is putting together for People Soft. Ms. Hudson reported that People Soft is scheduled to start on January 2002 and she will give the Committee an update of the status and the effects of People Soft testing on the Health Service System. Purchasing arrangements have been made for the following office equipment: a new copier machine, additional computers, and a scanner. Ms. Hudson told the Committee that the bottom line is the importance of maintaining the same level of service. Bart Duncan stated that the minimal hours and the amount of service needed to serve the public are among the things to be presented to the Mayor.

Public Comments: Diane Hermann read a letter from Tim O'Brien, President of the Retirees Association regarding the importance of the Health Service System being able to operate with a full staff. Ms. Hermann also expressed the need for additional staff.

02142000-02 Action Item**Possible recommendation to the full Board of expenditure of up to \$375,000 from the Trust Fund for Open Enrollment expenses**

Bart Duncan reported that the \$375,000 expenditure request from the Trust Fund for Open Enrollment expenses is the same amount requested for authorization in the past two years. Mr. Duncan recommended to the Board a resolution that would recommend this amount of money transferred from the Trust Fund for Open Enrollment. The purpose for this expenditure is to pay the expenses for the printing and processing of materials, and for postage. Mr. Duncan reported that for the past two years, in order to keep the rates from going up, the HMOs were not asked to contribute to the Open Enrollment expenses. However, they have offered to make a nominal contribution of \$500. Mr. Duncan announced that Open Enrollment would be held at the Ramada Hotel again this year.

Staff Recommendation: Make recommendation

Public Comments: Diane Hermann expressed approval of having the Open Enrollment at the Ramada Hotel and the need to have an insert put inside the City Plan Guides that notifies retirees of changes.

Action: It was moved and seconded by the Committee to approve expenditures up to \$375,000 from the Trust Fund for the Open Enrollment expenses. Motion passed 2-0.

02142000-03 Action Item**Possible recommendation to the full Board of an expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Plan Guides for fiscal year 2001-2002.**

Bart Duncan reported that the layouts of the updated City Plan Guides are the similar to last year. He approved the proposal to change the color of the City Plan Guides. A letter from Tower Perrin, dated February 7th was distributed to the Committee. This is attached as **Schedule #1**. This letter gives cost estimates for the update and graphic work, lay out, and printing of the guides. Recommendation was given to the Committee

to accept Option #3. The fold out in the guide is produced in-house.

Staff Recommendation: Make recommendation.

Public Comments: Jean Thomas inquired if the \$80,000 expenditures for the City Plan Guides were more or less than last year.

Diane Hermann offered to have a draft of the guide market tested by a subcommittee of the Retirees Association.

Commissioner Zvanski recommended consulting Commissioner Van Runkle about using the Customer Service Task Force for the evaluation of the City Plan 1 Guide.

Action: Motion moved and seconded to approve expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Plan Guides for fiscal year 2001-2002. Motion passed 2-0.

02142000-04 Discussion Item

Opportunity to place items on future agendas.

- Status of the Trust Fund
- Real Estate Report
- Expenditures to Open Enrollment
- Budget

02142000-05 Discussion Item

Opportunity for the public to comment on any matters within the Committee's jurisdiction.

Public Comments: Diane Hermann introduced Karen Breslin to the Committee, a candidate for election to serve on the HSB.

Adjourn 11:25 AM

525 Market Street, Suite 2900
San Francisco, CA 94105-2708
415 836-1000
Fax: 415 836 1350

Towers Perrin

February 7, 2001

Mr. Bart Duncan
Deputy Director, Human Resources
City and County of San Francisco Health Service System
1145 Market Street, 2nd Floor
San Francisco, CA 94103

REVISIONS TO HEALTH PLAN SUMMARY PLAN DESCRIPTIONS

Dear Bart:

This letter outlines our understanding of your request regarding revisions to the City and County of San Francisco's Summary Plan Descriptions (SPDs) for the City Health Plan based on proposed changes to the plan design and provides a proposed budget for these services.

Text/Content Revisions

The first set of options applies to the actual text or content revisions to the SPDs.

- **Content Option One** – HSS staff marks up existing hard copies and provides drafts in Microsoft Word of any new sections to be added to the SPDs. Towers Perrin provides editorial review of the revisions and the additional text.
- **Content Option Two** – HSS staff marks up hard copies of current SPDs. Towers Perrin provides editorial review of revisions and drafts new sections based on information provided by HSS.
- **Content Option Three** – Towers Perrin makes all text changes and drafts new sections, based on information received from HSS.

Layout

We are providing three layout options. The amount of time required to lay out the SPDs will depend on the extent of the content revisions. For minimal revisions, we may be able to work from the current layout. If revisions are more extensive, it may be necessary to re-flow the text into new layouts. After we have reviewed the revisions we can tell you which layout option would be best suited to this project. The layouts of the SPDs will be based on the current graphic design specifications.

Mr. Bart Duncan
February 7, 2001
Page 2.

Towers Perrin

- **Layout Option One** – This option includes changes to no more than 20 pages of each SPD and involves little or no re-flow of text.
- **Layout Option Two** – This second option includes text edits and some re-flow of text. This option would be required if text changes and/or additions result in revisions to more than 20 pages of each SPD and/or text flow changes to several pages of each SPD.
- **Layout Option Three** – This third option involves a total re-flow of text. This option would be required if a significant amount of text is added or deleted resulting in changes to the text flow throughout the documents.

Project Management

For all of the above options, Suzanne Schultz will act as project manager and will be the primary contact for meetings with HSS. Project management will include coordination of all pre-press phases of the project and development and maintenance of a schedule for the completion of the project. For all options, Suzanne will work closely with me to ensure integration of information consistent with your plan changes.

After you have determined the options that best meet your needs, we will meet with you to discuss your timing requirements to ensure that we fully meet your expectations for project completion.

Fee Estimates

Following are the estimated fees to complete the project depending on the options selected. The fees quoted in this estimate are based on our understanding of the scope of the project. If the scope changes, it will affect the fee estimate, and we will immediately advise you of any impact on fees. We will bill you monthly for the work completed on the project.

- **Consulting Fees** – The fees quoted below cover our work on both the employees' and the retirees' SPDs and are based on the assumption that the revisions will not affect more than 20 percent of the SPDs' contents. These fees include one initial draft and two rounds of content edits. Additional drafts and/or content edits will result in additional fees.

Mr. Bart Duncan
February 7, 2001
Page 3.

Towers Perrin

	Content Option One	Content Option Two	Content Option Three
Text/Content Revisions	\$6,000 – \$8,000	\$7,000 – \$9,000	\$8,000 – \$10,000
Project Management	\$3,500 – \$5,500	\$3,500 – \$5,500	\$3,500 – \$5,500
Totals	\$9,500 – \$13,500	\$10,500 – \$14,500	\$11,500 – \$15,500

- **Layout and Production Coordination Fees** – The following fee estimates include two rounds of edits in layout. Additional edits in layout or edits after print production begins will result in additional fees.

	Layout Option One	Layout Option Two	Layout Option Three
Content Revisions			
Active SPD	\$2,000 – \$2,600	\$5,500 – \$7,000	\$10,000 – \$12,000
Retiree SPD	\$2,500 – \$3,000	\$6,500 – \$8,000	\$12,000 – \$14,000
Production Management & Coordination	\$3,000 – \$5,200	\$3,000 – \$5,200	\$3,000 – \$5,200
Totals	\$7,500 – \$10,800	\$12,100 – \$20,200	\$25,000 – \$31,200

In addition to the above consulting, layout, and production coordination fee estimates, we charge a 10% administration fee to cover telephone, photocopying, fax, and other related expenses.

Print Production Fees

The following print production fees are estimates based on the current graphic design with a color change only.

	Estimated Printing Costs
5,000 54-page Active Employee SPDs	\$15,000 – \$16,000
10,000 62-page Retiree SPDs	\$18,500 – \$20,000
Total Estimated Printing Costs	\$33,500 – \$36,000

Next Steps

When we receive your approval to begin the project and after you decide which options are best suited to your needs, we will meet with you to develop a detailed work plan and a detailed schedule with delivery dates for drafts.

* * * * *

Mr. Bart Duncan
February 7, 2001
Page 4.

Towers Perrin

Towers Perrin is delighted to submit this fee estimate and proposal to the City and County of San Francisco, and we welcome the opportunity to work with you on this project. If you have any questions about this proposal, please feel free to call Suzanne Schultz at 836-1202 or me at 836-1296.

Sincerely,



Michael L. Kramer, FSA
Consultant

cc: Ms. Suzanne Schultz — Towers Perrin
Mr. Darrell Strange — Towers Perrin
Ms. C.T. Trujillo — Towers Perrin

HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

March 21, 2001

10:00 AM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

☐ Call to Order

- ☐ Roll Call Vice President Zvanski, Chair
 Commissioner Van Runkle
 Commissioner Paretchan
 President Heldfond (*ex officio*)

- ☐ 03212001-01 Action Item Approval (with possible modifications) of the minutes of the following meeting:
- Meeting of February 14, 2001
- Documents provided to Committee prior to meeting:*
Draft version of minutes
- Staff Recommendation: Approve draft minutes
- Public Comments:
- Action:

- ☐ 03212001-02 Discussion Item Report from Department of Real Estate on options under consideration upon expiration (on 12/31/01) of the current lease term for the space located on the second floor of 1145 Market Street (Steve Legnitto, DRE, to attend)
- Documents Provided to Committee prior to meeting:*
None.
- Public Comments:

DOCUMENTS DEPT.

MAR 20 2001

<input type="checkbox"/> 03212001-03	Discussion Item	<p>Status report from Department of Human Resources and discussion of issues and concerns relating to the Department of Human Resources, Health Service Division budget for the upcoming fiscal year 2001-2002 (Will Lee, DHR Budget Manager, to attend)</p> <p><i>Documents Provided to Committee prior to meeting:</i> None.</p> <p>Public Comments:</p>
<input type="checkbox"/> 03212001-04	Discussion Item	<p>Discussion of issues and concerns relating to the Health Service Trust Fund budget for the upcoming fiscal year 2001-2002</p> <p><i>Documents provided to Committee prior to meeting:</i> Draft budget</p> <p>Public Comments:</p>
<input type="checkbox"/> 03212001-05	Discussion Item	<p>Opportunity to place items on future agendas</p>
<input type="checkbox"/> 03212001-06	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction</p> <p>Public Comments:</p>

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

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SUMMARY OF HEALTH SERVICE BOARD RULES REGARDING CELL PHONES AND PAGERS

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DISABILITY ACCESS

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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HEALTH SERVICE SYSTEM
13 Market Street, 2nd Floor
San Francisco, CA 94103

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GIA

HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

April 26, 2001
10:00 AM

DOCUMENTS DEPT.

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

APR 24 2001
SAN FRANCISCO
PUBLIC LIBRARY

☐ Call to Order

- ☐ Roll Call Vice President Zvanski, Chair
 Commissioner Van Runkle
 Commissioner Paretchan
 President Heldfond (*ex officio*)

-
- ☐ 04262001-01 Action Item Approval (with possible modifications) of the minutes of the following meeting:
- Meeting of March 21, 2001
- Documents provided to Committee prior to meeting:*
Draft version of minutes
- Staff Recommendation: Approve draft minutes
- Public Comments:
- Action:

-
- ☐ 04262001-02 Discussion Item Report from Department of Real Estate on options under consideration upon expiration (on 12/31/01) of the current lease term for the space located on the second floor of 1145 Market Street (Steve Legnitto, DRE, to attend)
- Documents Provided to Committee prior to meeting:*
None.
- Public Comments:

<input type="checkbox"/> 04262001-03	Discussion Item	<p>Discussion of issues and concerns relating to the Health Service Trust Fund budget for the upcoming fiscal year 2001-2002.</p> <p><i>Documents Provided to Committee prior to meeting:</i> <i>Health Service Trust Fund Matrix</i></p> <p>Public Comments:</p>
<input type="checkbox"/> 04262001-04	Discussion Item	<p>Opportunity to place items on future agendas</p> <p>Public Comments:</p>
<input type="checkbox"/> 04262001-05	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction</p> <p>Public Comments:</p>

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DISABILITY ACCESS

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Health Service System
1145 Market Street, 2nd Floor
San Francisco, CA 94103

HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

June 20, 2001

10:00 AM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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JUN 20 2001

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☐ Call to Order

☐ Roll Call
Commissioner Deignan, Chair
Commissioner Van Runkle
President Zvanski (ex officio)

☐ 06202001-01 Action Item Approval (with possible modifications) of the minutes of the following meeting:

- Meeting of April 26, 2001

*Documents provided to Committee prior to meeting:
Draft version of minutes*

Staff Recommendation: Approve draft minutes

Public Comments:

Action:

☐ 06202001-02 Discussion Item Report from Department of Human Resources Budget Officer regarding status of 2001-2002 budget process.

*Documents Provided to Committee prior to meeting:
None.*

Public Comments:

<input type="checkbox"/> 06202001-03	Discussion Item	<p>Status of expenditures related to Open Enrollment</p> <p><i>Documents Provided to Committee prior to meeting: Health Service Trust Fund Matrix</i></p> <p>Public Comments:</p>
<input type="checkbox"/> 06202001-04	Discussion Item	<p>Opportunity to place items on future agendas</p> <p>Public Comments:</p>
<input type="checkbox"/> 06202001-05	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction</p> <p>Public Comments:</p>

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San Francisco, CA 94103-1523

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San Francisco, Ca 94102

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GIC

HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Thursday, January 24, 2002
9:00 AM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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JAN 24 2002

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PUBLIC LIBRARY

☐ Call to Order

- ☐ Roll Call
- Commissioner Deignan, Chair
Commissioner Breslin
Commissioner Van Runkle
President Zvanski (*ex officio*)

- ☐ 01242002-01 Discussion Item
- Status report and discussion of issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2002-2003.

Documents Provided to Committee prior to meeting:
None.

Public Comments:

- ☐ 01242002-02 Action Item
- Possible recommendation to the full Board of an expenditure of up to \$375,000 from the Trust Fund for 2002 Open Enrollment expenses.

Documents provided to Committee prior to meeting:
None

Staff Recommendation: Make recommendation to approve expenditure.

Public Comments:

Action:

<input type="checkbox"/> 01242002-03	Action Item	<p>Possible recommendation to the full Board of an expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Plan Guides for fiscal year 2002-2003.</p> <p><i>Documents provided to Committee prior to meeting: Towers Perrin proposal letter.</i></p> <p>Staff Recommendation: Make recommendation to approve expenditure.</p> <p>Public Comments:</p> <p>Action:</p>
<input type="checkbox"/> 01242002-04	Discussion Item	Discussion regarding 2000-2001 KPMG audit.
<input type="checkbox"/> 01242002-05	Discussion Item	<p>Opportunity to place items on future agendas.</p> <p>Public Comments:</p>
<input type="checkbox"/> 01242002-06	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments:</p>

Adjourn

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Lobbyist Registration and Reporting Requirements

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San Francisco, CA 94103

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G. I. C.

HEALTH SERVICE BOARD

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Thursday, January 23, 2003
10:00 AM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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JAN 23 2003

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☐ Call to Order

☐ Roll Call

Commissioner Heldfond, Chair
Commissioner Breslin
Commissioner Van Runkle
President Zvanski (*ex officio*)

☐ 01232003-01 Discussion Item

Status report and discussion of issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004.

Documents Provided to Committee prior to meeting:
None.

Public Comments:

☐ 01232003-02 Action Item

Possible recommendation to the full Board of an expenditure of up to \$375,000 from the Trust Fund for 2003 Open Enrollment expenses.

Documents provided to Committee prior to meeting:
None

Staff Recommendation: Make recommendation to approve expenditure.

Public Comments:

Action:

<input type="checkbox"/> 01232003-03	Action Item	<p>Possible recommendation to the full Board of an expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Health Plan Guides for fiscal year 2003-2004.</p> <p><i>Documents provided to Committee prior to meeting:</i> None</p> <p>Staff Recommendation: Make recommendation to approve expenditure.</p> <p>Public Comments:</p> <p>Action:</p>
<input type="checkbox"/> 01232003-04	Discussion Item	<p>Discussion regarding development of trust fund financial statements.</p> <p><i>Documents provided to Committee prior to meeting:</i> None</p> <p>Public Comments:</p>
<input type="checkbox"/> 01232003-05	Discussion Item	<p>Discussion regarding dental premium contributions/surplus allocation.</p> <p><i>Documents provided to Committee prior to meeting:</i> None</p> <p>Public Comments:</p>
<input type="checkbox"/> 01232003-06	Discussion Item	<p>Discussion regarding payment of negotiated benefits (long term disability; life insurance; dental).</p> <p><i>Documents provided to Committee prior to meeting:</i> None</p> <p>Public Comments:</p>
<input type="checkbox"/> 01232003-07	Discussion Item	<p>Opportunity to place items on future agendas.</p> <p>Public Comments:</p>
<input type="checkbox"/> 01232003-08	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments:</p>

Adjourn

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Department of Human Resources >> Meeting Information >> Health Service Board: Finance & Budget Committee

Department of Human Resources

January 23, 2003

Health Service Board Finance and Budget Committee

MINUTES

Thursday, January 23, 2003
10:00 AM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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DEC 16 2004

SAN FRANCISCO
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⌘ Call to Order 10:03 AM

⌘ Roll Call Commissioner Heldfond, Chair

Commissioner Breslin

Commissioner Van Runkle
President Zvanski (*ex officio*)

⌘ 01232003-01 Discussion Item Status report and discussion of issues and concerns relating to the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin, DHR Finance Manager)

⌘ Budget for the Department of Human Resources (HSS) is due in the Mayor's Office by Friday, February 21, 2003.

⌘ DHR budget retreat with the DHR Director, Andrea Gourdine and the department managers is scheduled for tomorrow (Friday), January 24, 2003. Discussion highlights will be regarding proposals for budget reduction amounts for each division based upon the request of the Mayor's Budget Office.

⌘ In the DHR division set-up for the budget, the Health Service System (HSS) Division is not funded through the general fund support item (item to be cut). Because of the funding sources (other departments), it is considered a higher priority to be saved for next year's budget. HSS has a protected resource status. All of the departments were asked to look at 5%, 10%, or 15% cuts on line items.

⌘ Draft of the budget proposal will be presented at the next full board meeting.

⌘ Mr. Austin stated that are two ways that a division that works on behalf of another department may be funded:

1. Work order method (traditional)

- Requesting department is billed for the services performed by another department.

- Becomes risky if requesting department cuts services of performing department.

2. Recovery

- Mayor/Controller determine how the other departments pay for much of the costs of the services that a performing department does.

⌘ HSS is funded by recovery; therefore, individual departments can't decide to reduce their share of the cost of HSS's services, but the Mayor/Controller may request that HSS reduce its budget, to reduce the burden to other departments. Also being funded through recovery does not exempt HSS from budget reductions.

⌘ Yvonne Hudson stated that the requirements for the Mayor's budget request for percentage cuts were made without cutting (permanent employees) staff. Cuts were made with professional services (i.e. temporary staff and in Towers Perrin) and in staff vacancies.

Public Comments: None

⌘ 01232003-02 Action Item

Possible recommendation to the full Board of an expenditure of up to \$375,000 from the Trust Fund for 2003 Open Enrollment expenses (Yvonne Hudson)

⌘ Expenditures include printing (includes Summary Plan for Plan 1) and distribution of open enrollment materials. Cost of printing through the City's reproduction division cost approximately \$50,000 more than an outside vendor.

Staff Recommendation: Make recommendation to approve expenditure.

Public Comments: None

Action: Motion was moved and seconded by the Committee to recommend to the full board approval of an expenditure of up to \$375,000 from the Trust Fund for the 2003 Open Enrollment expenses. Motion passed 3 to 0.

- ✂ 01232003-03 **Action Item** **Possible recommendation to the full Board of an expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Health Plan Guides for fiscal year 2003-2004 (Yvonne Hudson)**
- ✂ Expenditures include printing and distribution of the City Health Plan Guides and costs for the consultants (Towers Perrin) to review (meet legal standards and expectations of insurance companies) and prepare guides for distribution. The Deputy City Attorney, Rebecca Saroyan, also reviews the guides for compliance.
- ✂ Additional pages regarding information concerning privacy under the Health Insurance Portability and Accountability Act (HIPAA) will be included in the CHP guides.
- Staff Recommendation: Make recommendation to approve expenditure.
- Public Comments: None
- Action: Motion was moved and seconded by the Committee to recommend to the full board approval of expenditure of up to \$80,000 from the Trust Fund for the active and retiree City Health Plan Guides for fiscal year 2003-2004. Motion passed 3 to 0.

- ✂ 01232003-04 **Discussion Item** **Discussion regarding development of trust fund financial statements (Jamie Austin)**
- ✂ Requisition to hire a senior accountant for the Health Service System was finally approved yesterday (Wednesday). This will temporarily fill the back-fill position (Senior Analyst) that is currently vacant at HSS because of the absence of Bob Hencier, who is on leave. Mr. Austin stated that it is important to have someone work full time on the development of monthly financial statements.
- ✂ Mr. Austin stated that his goal is to have financial statements for December 31, 2002 available for review by the next full board meeting (February 11, 2003). He solicited help in the development of the financial statements from Bob Won, Harold Gutersloh, Karen Chan, and Steve Lucich.
- ✂ Commissioner Van Runkle requested a report from Harold Gutersloh regarding his assessment of the progress in the development of monthly financial statements. Ms. Hudson stated that she would try to arrange for Mr. Gutersloh to give a status report at the next board meeting.
- ✂ Chair Heldfond and the Committee agreed with the recommendation to invite Controller, Ed Harrington and/or his assistant, Peg Stevenson, to the next Board meeting. They will be asked to explain the FAMIS

system and how it works in relationship to the development of the financial statements.

Public Comments: None

⌘ 01232003-05 **Discussion Item Discussion regarding dental premium contributions/surplus allocation.**

⌘ Recast-Result of GAS B34 - Accounting measure that states that everything must be accounted for. An internal account process for things of different matter-represents money not put in the correct sub-fund. After a period of 7 years, recasting of money caused a false amount of \$25 million to appear in the dental sub fund.

⌘ Towers Perrin has presented several scenarios regarding usage of excess dental funds for the Mayor's Office to consider.

⌘ Retiree dental is based on membership. Paid on a per person (premium) dental process. Money comes in (passes through) and goes out to pay premiums. Like HMOs, it is not self-insured.

⌘ The Mayor's Budget Office will make a proposal at the next Rates & Benefits meeting (Tuesday, February 4, 2003) regarding the dental surplus equivalency and make recommendations on how it is applied.

⌘ Rebecca Saroyan stated that money from the dental belongs to the City because dental is a bargained for benefit and the money is negotiated.

Public Comments: None

⌘ 01232003-06 **Discussion Item Discussion regarding payment of negotiated benefits (long term disability; life insurance; dental).**

⌘ Payments of the long term disability and life insurance are negotiated and come from the departments. They are 100% employer paid. The money passes through the trust fund (has no impact) and is collected to pay the vendors.

Public Comments: None

⌘ 01232003-07 **Discussion Item Opportunity to place items on future agendas.**

⌘ Monthly financial statements

⌘ Report from the Controller's Office

Public Comments: None

⌘ 01232003-08 **Discussion Item Opportunity for the public to comment on any matters within the Committee's jurisdiction.**

⌘ Commissioner Deignan requested that all materials (i.e. Towers Perrin reports) needed for the next Rates and Benefits Committee meeting (Tuesday, February 4,

2003) be delivered to the Commissioners today.

✂ Rebecca Saroyan announced that per the Charter, agendas are posted 72 hours in advance of meeting. They are posted on the website: www.sfgov.org/site/dhr_meeting, at areas of notification, such as the library and City Hall.

✂ The Commission Secretary reminded the Committee that the agendas are also emailed to vendors, some City employees (active & retirees), and to businesses that have submitted their email addresses.

Public Comments: None

Adjourn 11:15 AM

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

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HEALTH SERVICE BOARD

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Monday April 7, 2003
10:00 AM

Conference Room 82
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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☐ Call to Order

☐ Roll Call

Commissioner Heldfond, Chair
Commissioner Breslin
Commissioner Van Runkle
President Zvanski (*ex officio*)

- ☐ 04072003-01 Action Item Approval (with possible modifications) of the minutes of the following meeting:
- Finance & Budget Committee Meeting of January 23, 2003.
- Staff Recommendation: Approve draft minutes
- Documents provided to Board prior to meeting: *Draft Minutes of Committee Meeting.*
- Public Comments:
- Action:

- ☐ 04072003-02 Discussion Item Discussion regarding financial condition of trust fund and development of trust fund financial statements (Jamie Austin).
- Documents provided to Committee prior to meeting:*
- *Health Service System Financial Statements for Period ended December 31, 2002*
 - *Draft of Monthly Statements of Net Assets Period Ended on June 30, 2002 and December 31, 2002*
- Public Comments:

- ☐ 04072003-03 Discussion Item Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin).
- Documents provided to Committee prior to meeting:*
- None*

Public Comments:

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- | | | |
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| <input type="checkbox"/> 04072003-04 | Discussion Item | Discussion regarding development of PeopleSoft financial interface (Ray Wong). |
|--------------------------------------|-----------------|---|

Documents provided to Committee prior to meeting:
None

Public Comments:

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- | | | |
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| <input type="checkbox"/> 04072003-05 | Discussion Item | Opportunity to place items on future agendas. |
|--------------------------------------|-----------------|--|

Public Comments:

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- | | | |
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| <input type="checkbox"/> 04072003-06 | Discussion Item | Opportunity for the public to comment on any matters within the Committee's jurisdiction. |
|--------------------------------------|-----------------|--|

Public Comments:

Adjourn

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HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Monday April 7, 2003
10:00 AM

AMENDED

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

☐ Call to Order

☐ Roll Call

Commissioner Heldfond, Chair
Commissioner Breslin
Commissioner Van Runkle
President Zvanski (ex officio)

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☐ 04072003-01 Action Item

Approval (with possible modifications) of the minutes of the following meeting:

- Finance & Budget Committee Meeting of January 23, 2003.

Staff Recommendation: Approve draft minutes

Documents provided to Board prior to meeting: *Draft Minutes of Committee Meeting.*

Public Comments:

Action:

☐ 04072003-02 Discussion Item

Discussion regarding financial condition of trust fund and development of trust fund financial statements (Jamie Austin).

Documents provided to Committee prior to meeting:

- *Health Service System Financial Statements for Period ended December 31, 2002 and the*

Draft of Monthly Statements of Net Assets Period Ended on June 30, 2002 and December 31, 2002

Public Comments:

☐ 04072003-03 Discussion Item

Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin).

Documents provided to Committee prior to meeting:
None

Public Comments:

<input type="checkbox"/> 04072003-04	Discussion Item	Discussion regarding development of PeopleSoft financial interface (Ray Wong). <i>Documents provided to Committee prior to meeting:</i> <i>None</i> Public Comments:
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<input type="checkbox"/> 04072003-05	Discussion Item	Opportunity to place items on future agendas. Public Comments:
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<input type="checkbox"/> 04072003-06	Discussion Item	Opportunity for the public to comment on any matters within the Committee's jurisdiction. Public Comments:
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Adjourn

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Department of Human Resources >> Meeting Information >> Health Service Board: Finance & Budget Committee

Department of Human Resources

April 07, 2003

↳ Health Service Board
↳ Finance and Budget Committee

≡ minutes

Monday April 7, 2003
10:00 AM

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
↳ San Francisco, CA 94102

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•	Call to Order		
•	Roll Call	<p>Commissioner Scott Heldfond, Chair</p> <p>Commissioner Karen Breslin</p> <p>Commissioner Aleeta Van Runkle</p> <p>President Claire Zvanski (<i>ex officio</i>)</p>	
•	04072003-01	Action Item	<p>Approval (with possible modifications) of the minutes of the following meeting:</p> <ul style="list-style-type: none"> • Finance & Budget Committee Meeting of January 23, 2003. <p>Staff Recommendation: Approve draft minutes</p> <p>Public Comments: None</p> <p>Action: Moved and seconded by the Committee to approve the meeting minutes of January 23, 2003. Motion passed 3 to 0.</p>
•	04072003-02	Discussion Item	<p>Discussion regarding financial condition of trust fund and development of trust fund financial statements.</p> <ul style="list-style-type: none"> • Chair Scott Heldfond stated the purpose of the meeting is as follows: <ul style="list-style-type: none"> - To review and create a better format for the monthly financial statements. - To discuss the past, current and future financial condition of the trust fund,

with emphasis on the installation of the Benefits Administration and Financial System (BAFS).

- To improve the financial reporting system in regards to the amount of money in the trust.

- Jamie Austin presented the Health Service System Financial Statements for Period ended December 31, 2002, attached as *Schedule #1*. This report also includes the draft of monthly statements of net assets for December 31, 2002 and June 30, 2002. Changes in the net assets available for health benefits show the difference between the additions and deductions through December 31, 2002, a loss of \$1.5 million in net assets. Some of the contributing factors for this loss are partly due to the:

- Spend down of the trust -\$3.8 million subsidy

- Increase in claim's liability

- Lower interest rates this year/offset by gap dollars

- Mr. Austin distributed to the Committee an example of what a monthly statement will look like. This document, a "*DRAFT*" of a mock financial report for the Health Service System for the month ending January 31, 2003, is attached as *Schedule #2*. The second page of this document shows an example of the fiscal year to date for July 2002 to March 2003. The figures in this report are for presentation purposes only and the figures may not reconcile nor reflect actuals.

- Yvonne Hudson stated that one of the goals of the draft financial report is to have Towers Perrin focus primarily on City Health Plan activities in lieu of presenting reports regarding the activities of the trust fund.

- Mr. Austin confirmed to the Committee that, optimally, the financial report of the trust fund will include monthly activity, year to date activity, and a projected year-end report attachment. This report will be presented on a monthly basis to the Commissioners.

- Michael Hilton stated that Towers Perrin's

reports would be focused on the financial condition of City Health Plan (i.e. revenue versus claims following changes of required reserves, etc.). Jamie Austin will manage reports regarding the HMOs, Vision Service Plan and the dental benefits (Delta Dental/PMI).

- Roland Mittica stated that he alerted Peg Stevenson of the Controller's Office and Julian Low of the Mayor's Office of the \$1.5 million dollar deficient in the dental benefit during discussions held at the Mayor's Office.

- Chair Heldfond recommended that on future agendas, Jamie Austin and Towers Perrin's financial reports should be listed together as an action item for financial reports. After discussion, this will allow the Board to vote simultaneously for both reports.

- Ray Wong stated that the monthly financial reports might be available by the June Health Service Board meeting. This is dependant upon the interfacing of information for the billing cycle (bills sent to vendors) which includes receiving financial data needed to complete the reconciliation process of numerous (approximately 50) reports. Information regarding claims will be from the Wang System and will not be included in the financial reports from People Soft.

Public Comments: Jean Thomas stated that clarification is needed in the differences between the reports from the actuaries and the financial statements. Ms. Thomas said that she liked the new draft format of the financial reports and would like to see the following additional items added to it:

- Methodology (modified/accrued/cash basis).

- See internal prepared reports before audit.

- A narrative explaining changes and causes from one period to another.

- A footnote disclosing the reserves for the purpose of clarification.

•	04072003-03	Discussion Item	Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin).
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- The Committee received the (revised) *General Fund Budget for Human Resources 2002/03 Actual and 2003/04 Proposed 10% Reduction Budget*. This document is attached as Schedule #3. The bar graph shows the effects of the proposed 10% budget reduction in Human Resources and all other divisions was \$25.1 million in 2002/03 and \$21.9 million in 2003/04. Health Service System/Administration was \$6.4 million in 2002/03 and \$6.4 million in 2003/04. A pie chart reflects the effects of the proposed 10% reduction (\$28.3 million) upon the Human Resources and 6 divisions for 2003/04 and the Health Service System Administration.
- DTIS has a budget of \$615,000 that was spent last year. Ray Wong stated that the only line item connection that DTIS has with the DHR is in support of the Wang System and that as a consequence of maintaining the Wang System, DTIS over spent the Health Service line item by \$300,000. DTIS carried it separately in their own budget system instead of at the FAMIS level; DHR lost \$50,000 from the BAFS project. DHR can not contract out for administration maintenance of the Wang System because of an agreement that states that if a City and County classified employee can perform the job then justification to contract out is eliminated. The \$615,000 is paid out of DHR's General Fund Budget.
- Yvonne Hudson stated that the Department of Elections budget is \$36,000, which is the cost to run an election. This money will be needed for the HSB vacancy that is coming up next year. However, to run an election this year is \$42,000, which is over the HSS budget.
- Workers compensation in the Health Service System division is down from \$37,000 to \$22,000.
- Chair Heldfond and the Committee recommended that Ms. Hudson inform the Department of Real Estate to renegotiate rental rates charged to the Health Service System with Trinity Properties. Trinity Properties have not lowered their rates to the market level.
- Harold Guetersloh stated that his main goal is to develop financial statements that will have a claims format that will be legible and fund statistics data that will be easy to understand and find.

			Public Comments: None
•	04072003-04	Discussion Item	<p>Discussion regarding development of PeopleSoft financial interface (Ray Wong).</p> <ul style="list-style-type: none"> • Ray Wong assured the Committee that the BAFS system will be flexible and will be able to be printed and reviewed from various formats (i.e. totals of summaries/expenditures, retirees, actives etc.). • Currently doing data clean up necessary to assure the integrity and maintenance of the system. Clean up includes the completion of 18 months of data conversion. • The School District was not able to produce an interface file to BAFS. After a meeting with the Mayor's Office, DHR agreed to pay for 400 hours of programming time. Currently, the School District still has not produced an interface file and is now over DHR's budget by 100 hours. <p>Public Comments: None</p>
•	04072003-05	Discussion Item	<p>Opportunity to place items on future agendas.</p> <ul style="list-style-type: none"> • Finance & Budget Committee meetings will be quarterly based upon the status of the financial statements. • One formal semi annual committee meeting prior to meeting with KPMG (6 months) • One formal budget meeting • One formal audit meeting • Two extended meetings regarding finances with Jaime Austin and Towers Perrin for the full board. <p>Public Comments: None</p>
•	04072003-06	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments: None</p>

Adjourn: 11:21 AM

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HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Monday, June 2, 2003
10:00 AM

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

MAY 27 2003

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<input type="checkbox"/>	Call to Order		
<input type="checkbox"/>	Roll Call	Commissioner Heldfond, Chair Commissioner Breslin Commissioner Van Runkle President Zvanski (ex officio)	
<input type="checkbox"/>	06022003-01	Action Item	<p>Approval (with possible modifications) of the minutes of the following meeting:</p> <ul style="list-style-type: none"> Finance & Budget Committee Meeting of April 7, 2003 <p>Staff Recommendation: Approve draft minutes</p> <p>Documents provided to Board prior to meeting: <i>Draft Minutes of Committee Meeting.</i></p> <p>Public Comments:</p> <p>Action:</p>
<input type="checkbox"/>	06022003-02	Discussion Item	<p>Financial status of the trust fund (Jamie Austin).</p> <p><i>Documents provided to Committee prior to meeting: None</i></p> <p>Public Comments:</p>
<input type="checkbox"/>	06022003-03	Discussion Item	<p>Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin).</p> <p><i>Documents provided to Committee prior to meeting: None</i></p> <p>Public Comments:</p>
<input type="checkbox"/>	06022003-04	Discussion Item	<p>Discussion regarding DTIS role in monitoring and maintenance of PeopleSoft System (Robert Bodlak and Kim Thompson).</p> <p><i>Documents provided to Committee prior to meeting: None</i></p>

			Public Comments:
<input type="checkbox"/>	06022003-05	Discussion Item	<p>Discussion regarding development of PeopleSoft financial interface (Ray Wong).</p> <p><i>Documents provided to Committee prior to meeting:</i> None</p> <p>Public Comments:</p>
<input type="checkbox"/>	06022003-06	Discussion Item	<p>Opportunity to place items on future agendas.</p> <p>Public Comments:</p>
<input type="checkbox"/>	06022003-07	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments:</p>

Adjourn

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

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www.sfgov.org

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HEALTH SERVICE BOARD

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA DOCUMENTS DEPT.

Monday, August 25, 2003
10:00 AM

AUG 19 2003

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HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

<input type="checkbox"/>	Call to Order		
<input type="checkbox"/>	Roll Call	Commissioner Heldfond, Chair Commissioner Breslin Commissioner Van Runkle President Zvanski (ex officio)	
<input type="checkbox"/>	08252003-01	Action Item	Approval (with possible modifications) of the minutes of the following meeting: <ul style="list-style-type: none"> Finance & Budget Committee Meeting of June 2, 2003. Staff Recommendation: Approve draft minutes Documents provided to Board prior to meeting: <i>Draft Minutes of Committee Meeting.</i> Public Comments: Action:
<input type="checkbox"/>	08252003-02	Discussion Item	Financial status of the trust fund (Jamie Austin). <i>Documents provided to Committee prior to meeting: "Activity for the HMOs and City Plan, July 2002-June 2003."</i> Public Comments:
<input type="checkbox"/>	08252003-03	Discussion Item	Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin). <i>Documents provided to Committee prior to meeting: None</i> Public Comments:
<input type="checkbox"/>	08252003-04	Discussion Item	Discussion regarding development of PeopleSoft financial interface (Ray Wong). <i>Documents provided to Committee prior to meeting: None</i>

			Public Comments:
<input type="checkbox"/>	08252003-05	Discussion Item	Opportunity to place items on future agendas. Public Comments:
<input type="checkbox"/>	08252003-06	Discussion Item	Opportunity for the public to comment on any matters within the Committee's jurisdiction. Public Comments:

Adjourn

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HEALTH SERVICE BOARD

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Monday, August 25, 2003
10:00 AM

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Amended

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AUG 25 2003

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<input type="checkbox"/>	Call to Order		
<input type="checkbox"/>	Roll Call	Commissioner Heldfond, Chair Commissioner Breslin Commissioner Van Runkle President Welch (<i>ex officio</i>)	
<input type="checkbox"/>	08252003-01	Action Item	Approval (with possible modifications) of the minutes of the following meeting: ▪ Finance & Budget Committee Meeting of June 2, 2003. Staff Recommendation: Approve draft minutes Documents provided to Board prior to meeting: <i>Draft Minutes of Committee Meeting.</i> Public Comments: Action:
<input type="checkbox"/>	08252003-02	Discussion Item	Financial status of the trust fund (Jamie Austin). <i>Documents provided to Committee prior to meeting: "Activity for the HMOs and City Plan, July 2002-June 2003."</i> Public Comments:
<input type="checkbox"/>	08252003-03	Discussion Item	Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin). <i>Documents provided to Committee prior to meeting: None</i> Public Comments:
<input type="checkbox"/>	08252003-04	Discussion Item	Discussion regarding development of PeopleSoft financial interface (Ray Wong). <i>Documents provided to Committee prior to meeting: None</i>

			Public Comments:
<input type="checkbox"/>	08252003-05	Discussion Item	Opportunity to place items on future agendas. Public Comments:
<input type="checkbox"/>	08252003-06	Discussion Item	Opportunity for the public to comment on any matters within the Committee's jurisdiction. Public Comments:

Adjourn

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Department of Human Resources >> Meeting Information >> Health Service Board: Finance & Budget Committee

Department of Human Resources

August 25, 2003

Health Service Board
Finance and Budget Committee

minutes

Monday, August 25, 2003
10:00 AM

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Call to Order - 10:03 AM

Roll Call	Commissioner Heldfond, Chair Commissioner Breslin Commissioner Van Runkle President Welch (<i>ex officio</i>)	
08252003-01	Action Item	<p>Approval (with possible modifications) of the minutes of the following meeting:</p> <ul style="list-style-type: none"> Finance & Budget Committee Meeting of June 2, 2003. <p>Staff Recommendation: Approve draft minutes Public Comments: None Action: Moved and seconded by the Committee to approve the draft minutes of June 2, 2002. Motion passed 4 to 0.</p>
08252003-02	Discussion Item	<p>Financial status of the trust fund (Jamie Austin).</p> <ul style="list-style-type: none"> The Committee received the "Activity for the HMOs and City Plan, July 2002-June 2003" report, which is attached as Schedule #1. The reports show amounts received from various sources, expended to cover HMO/Health Plan expenses, and transferred within the Trust to cover expenses related to transgender and administration activity. The reports also reflect membership for each plan at the end of April 2003. The amounts listed under Revenue and Expenses are all cash amounts (except the Vision Plan) received/expended for the month in the activity reports for the HMOs and City Health Plan. The amounts for Vision Plan, Transgender and Administration are estimated.

Board Comments

- The Committee decided that they like the format of the report and prefer working with the real numbers.
- In response to Commissioners question regarding who should generate this report and define the responsibility of Towers Perrin versus DHR, Jamie responded that DHR should report revenue and cost for all of the plans because the dollars and expenses come from DHR/HSS. All of the expenses are through the claims and the figures are actual numbers.
- Yvonne Hudson stated that clarification and discussions are still underway regarding the fine line between the role of Towers Perrin and Jamie Austin in regards to reporting City Plan activities.
- Chair Heldfond and Commissioner Welch agreed that Towers Perrin's actuarial responsibilities during the Rates and Benefits process is very important to the Board and should remain the same.
- Mike Kramer stated that in regards to the division of Towers Perrin's and Jamie Austin's role, and the City's role in the ongoing reporting of the Trust, is to serve at the pleasure of the Board and abide by whatever decision that is made.
- In clarification to the Committee on how trends for claims are determined, Mike Kramer stated that they look back for comparisons of 12 months and no more than a 24 months period when determining a "trend" (i.e. high or low).
- Yvonne stated that there will be a new claims report that will reflect the real number of claims. There are so few pending claims, that some of the temporary workers were released.
- Chair Heldfond requested a financial work plan of what everyone does, better definition of what reports Towers Perrin is responsible for giving, and issues clarified that are relative to producing a good financial work plan that explains the monthly process of HSS. The Committee agreed that the work plan would be put on the HSB Board's agenda as a discussion with possible action item.

Public Comments: Jean Thomas, of the Retirees' Association, stated that she agrees with the suggested changes of the financial work plan and that it is important to have good educated estimates before making important decisions and that she is looking forward to seeing the fund

		balances.
08252003-03	Discussion Item	<p>Discussion regarding the Department of Human Resources, Health Service Division Budget for the upcoming fiscal year 2003-2004 (Jamie Austin).</p> <ul style="list-style-type: none"> There were no new developments to report. Item was carried over from prior meeting for possible discussion. <p>Public Comments: None</p>
08252003-04	Discussion Item	<p>Discussion regarding development of PeopleSoft financial interface (Ray Wong).</p> <ul style="list-style-type: none"> Ray Wong stated that regular meetings with Jamie Austin and Harold Guetersloh have resulted in clarification of the financial reporting function and have contributed to redefining the scope of financial reports that need to be produced from the system. The process in the development of these reports is a priority. Mike Kramer confirmed to the Committee that it is the responsibility of Towers Perrin to review reports from Wang System, which is provided to them by Jeffrey Hildebrand. Ray Wong confirmed that the information is forwarded to Jamie Austin to be included in the financial report. Ray Wong stated that problems still exist with the School District in regards to posting payroll and deductions promptly and sometimes they are almost two months behind. This has contributed to operational problems with the People Soft interface and the inability to complete some processes. President Welch and the Committee agreed to follow-up on the School District issues and find the contact person(s) who can address the SFUSD problems at the next HSB meeting. Yvonne Hudson stated that the problems with the SFUSD deduction issues has caused major problems with HSS customer service and has resulted in the worst experience in years: <ul style="list-style-type: none"> Accounts were made to look delinquent and resulted in distribution of delinquency letters to people who, in some cases, were not delinquent. School District failed to post payments made by SFUSD employees to the system and charged them the wrong amounts. And because they had failed to update their system and used the wrong rates, members were undercharged and were delinquent. As

		<p>a result of their error, financial arrangements had to be made with the School District to cover the people because otherwise, they would lose their benefits because HSS did not have the money to cover their premiums.</p> <p>Public Comments: None</p>
08252003-05	Discussion Item	<p>Opportunity to place items on future agendas.</p> <p>Public Comments: None</p>
08252003-06	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments: Jean Thomas asked if Kaiser's incorrect premiums been corrected and is the system paying for additional services.</p> <ul style="list-style-type: none"> Yvonne Hudson stated that the problem has given top priority and is complete. The job was manually corrected because it could not be done through the People Soft system at that time. They are currently working on giving refunds where applicable. Ms. Hudson stated that she is unaware of the additional services; however, members will be charged the correct rate. <p>HSS Audit</p> <ul style="list-style-type: none"> Commissioner Heldfond inquired about the status of the HSS audit request made by Supervisor Chris Daly and stated that the BOS should know in advance, that HSS does not have the funds to pay for an audit and that it is not in our budget. Jamie Austin said that the audit of HSS is scheduled to follow the audit of the Port (BOS Finance Budget Committee). Harvey Rose, BOS Budget Analyst, will conduct the audit of HSS.

Adjourn: 11:13 AM

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HEALTH SERVICE BOARD

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

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Tuesday, December 16, 2003

1:30 PM

DEC 15 2003

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<input type="checkbox"/>	Call to Order		
<input type="checkbox"/>	Roll Call	Commissioner Heldfond, Chair Commissioner Breslin Commissioner Van Runkle President Welch (<i>ex officio</i>)	
<input type="checkbox"/>	12162003-01	Action Item	<p>Approval (with possible modifications) of the minutes of the following meeting:</p> <ul style="list-style-type: none"> Finance & Budget Committee Meeting of August 25, 2003. <p>Staff Recommendation: Approve draft minutes</p> <p>Documents provided to Board prior to meeting: <i>Draft Minutes of Committee Meeting.</i></p> <p>Public Comments:</p> <p>Action:</p>
<input type="checkbox"/>	12162003-02	Discussion Item	<p>Financial status of the trust fund (Erik Mezack).</p> <p>Documents provided to Committee prior to meeting: <i>Financial Statements as of June 30, 2003 and 2002</i></p> <p>Public Comments:</p>
<input type="checkbox"/>	12162003-03	Discussion Item	<p>Discussion regarding KPMG management letter process (Erik Mezack).</p> <p>Documents provided to Committee prior to meeting: <i>None</i></p> <p>Public Comments:</p>
<input type="checkbox"/>	12162003-04	Discussion Item	<p>Opportunity to place items on future agendas.</p> <p>Public Comments:</p>
<input type="checkbox"/>	12162003-05	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments:</p>

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SUMMARY OF HEALTH SERVICE BOARD RULES REGARDING CELL PHONES AND PAGERS

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DISABILITY ACCESS

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HEALTH SERVICE BOARD FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Tuesday, April 20, 2004

9:00 A.M.

**HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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<input type="checkbox"/>	Call to Order		
<input type="checkbox"/>	Roll Call	Commissioner Heldfond, Chair Commissioner Breslin Commissioner Van Runkle President Welch (<i>ex officio</i>)	
<input type="checkbox"/>	04202004-01	Action Item	Approval (with possible modifications) of the minutes of the following meeting: <ul style="list-style-type: none">Finance & Budget Committee Meeting of December 16, 2003. Staff Recommendation: Approve draft minutes Documents provided to Board prior to meeting: <i>Draft Minutes of Committee Meeting.</i> Public Comments: Action:
<input type="checkbox"/>	04202004-02	Discussion Item	Financial Update Report (Erik Mezack). Documents provided to Committee prior to meeting: <i>None</i> Public Comments:
<input type="checkbox"/>	04202004-03	Discussion Item	Opportunity to place items on future agendas. Public Comments:
<input type="checkbox"/>	04202004-04	Discussion Item	Opportunity for the public to comment on any matters within the Committee's jurisdiction. Public Comments:

Adjourn

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HEALTH SERVICE BOARD

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Wednesday, February 23, 2005
9:00 A.M.

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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<input type="checkbox"/>	Call to Order		
<input type="checkbox"/>	Roll Call	Commissioner James Deignan, Chair Commissioner Karen Breslin Commissioner Claire Zvanski Commissioner Heldfond (<i>ex officio</i>)	
<input type="checkbox"/>	02232005-01	Discussion Item/With Possible Action	Health Service System Budget Report for Fiscal Year 2005-2006. Documents will be provided to Committee prior to meeting. Public Comments: Action:
<input type="checkbox"/>	02232005-02	Discussion Item	Trust Fund/Investments - Daniel Daly, Chief Investment Officer of the Treasury/Tax Collector/Investment Division. Public Comments:
<input type="checkbox"/>	02232005-03	Discussion Item	Opportunity to place items on future agendas. Public Comments:
<input type="checkbox"/>	02232005-04	Discussion Item	Opportunity for the public to comment on any matters within the Committee's jurisdiction. Public Comments:

Adjourn

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[Health Service System >> Meeting Information >> Health Service Board: Finance & Budget Committee](#)

City & County of San Francisco

Health Service System



February 23, 2005

Health Service Board

Finance and Budget Committee

Minutes

Wednesday, February 23, 2005
9:00 A.M.

HEARING ROOM 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Call to Order		
Roll Call	Commissioner James Deignan, Chair Commissioner Karen Breslin Commissioner Claire Zvanski Commissioner Heldfond (<i>ex officio</i>), Excused	
02232005-01	Discussion Item	Trust Fund/Investments - Daniel Daly, Chief Investment Officer of the Treasury/Tax Collector/Investment Division. <ul style="list-style-type: none"> The Committee received the CCSF-Office of the Treasurer Investment Policy, as of January 2004. This document is attached as Schedule #1. Highlight of subjects presented in this report are as follows: <ul style="list-style-type: none"> Guidelines for investment strategies for fiscal year 2004-2005 and basic objectives in order of priority: preservation of capital, liquidity, and yield. Investments Public Time Deposits Public Demand Accounts Negotiable Certificates of Deposit Securities Money Market Instruments

		<ul style="list-style-type: none"> - Repurchase Agreements - Reverse Repurchase Agreements - Financial Futures Options Contracts - Notes, Bonds or Other Obligations Secured by Valid First Priority Security Interest - Investments in Local Government Agencies - Interest and Expense Allocations - Deposit and Withdrawal of Funds - Limits on Receipt of Honoraria, Gifts and Gratuities - Treasury Oversight Committee <p>The Committee thanked Mr. Daly for his report and noted that this is the first time for a presentation to them by the Office of the Treasury.</p> <p>Public Comments: None</p>
02232005-02	Discussion Item/With Possible Action	<p>Health Service System Budget Report for Fiscal Year 2005-2006.</p> <ul style="list-style-type: none"> • Jeffrey Hildebrant presented the 2005-2006 Health Service System Budget Summary, which is attached as Schedule #2. The summary consisted of data for the following: <ul style="list-style-type: none"> - Budget Item (i.e. salaries, overtime, travel/training, rent, materials & supplies, mail service other City departments-PUC, DTIS Technical Services, DHR, mail services, Workers Comp, Elections, etc.) - 04-05 Budget (total - \$4,858,225) - Proposed 05-06 Budget (total - \$5,338,360) - Difference (Total - \$480,135) • Mr. Hildebrant stated that per the passing of Prop C, the HSS Executive Director and the Assistant Director positions are currently being reclassified and the Board will make appointments. He is currently working with DHR regarding the job

		<p>description and documentation necessary for DHR to classify these positions correctly. The Board will be updated on procedure so that they may continue with the selection process.</p> <p>Public Comments:</p> <ul style="list-style-type: none"> • John Madden stated that the budget expenses for DHR in the HSS proposed 2005-2006 budget (\$200,000) is more than what is necessary for the amount of work that HSS has to do. • Commissioner Zvanski stated that Mr. Hildebrant will have full support from the Committee when the HSS budget is presented to the Board of Supervisors for approval. <p>Action: Motion was moved and seconded by the Committee to accept the 2005-2006 HSS Budget Summary. Motion passed 3 to 0.</p>
02232005-03	Discussion Item	<p>Opportunity to place items on future agendas.</p> <ul style="list-style-type: none"> • Another Finance & Budget Committee meeting prior to the Full Board meeting if a budget adjustment is necessary. <p>Public Comments: None</p>
02232005-04	Discussion Item	<p>Opportunity for the public to comment on any matters within the Committee's jurisdiction.</p> <p>Public Comments: None</p>

Adjourn: 10 AM

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street • Suite 200 • San Francisco, CA 94103

BUDGET AND FINANCE COMMITTEE

NOTICE AND AGENDA

Special Meeting

Thursday, January 25, 2007
1:30 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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STANDARD MEETING : 1:30 PM

☐ CALL TO ORDER

☐ PLEDGE OF ALLEGIANCE

☐ ROLL CALL Committee Chair Sharon Johnson
Committee Member, Sup. Sean Elsbernd
Committee Member, Claire Zvanski

☐ 01252007BF-01 ACTION ITEM **OVERVIEW OF PROSPECTIVE ADMINISTRATIVE
BUDGET FOR FISCAL YEAR 2007-2008 AND
DETERMINATION OF PRIORITIES** (Tess Navarro)

STAFF RECOMMENDATION: Provide input and direction
re priorities.

*Documents provided to Board prior to meeting. Preliminary
overview presented by Tess Navarro at regular meeting of
January 11, 2007.*

PUBLIC COMMENTS:

ACTION:

01252007BF-02 DISCUSSION
ITEM

**OPPORTUNITY TO PLACE ITEMS ON FUTURE
AGENDAS.**

PUBLIC COMMENTS:

01252007BF-03 DISCUSSION
ITEM

**OPPORTUNITY FOR THE PUBLIC TO COMMENT ON
ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**

PUBLIC COMMENTS:

ADJOURN

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street • Suite 200 • San Francisco, CA 94103

BUDGET AND FINANCE COMMITTEE

MINUTES

Special Meeting

Thursday, January 25, 2007
1:30 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

☐ **CALL TO ORDER**

- ☐ **ROLL CALL** Committee Chair Sharon Johnson
Committee Member, Sup. Sean Elsbernd
Committee Member, Claire Zvanski

☐ **01252007BF-01 ACTION ITEM**

**OVERVIEW OF PROSPECTIVE ADMINISTRATIVE
BUDGET FOR FISCAL YEAR 2007-2008 AND
DETERMINATION OF PRIORITIES (Tess Navarro)**

STAFF RECOMMENDATION: Provide input and direction
re priorities.

*Documents provided to Board prior to meeting: Preliminary
overview presented by Tess Navarro at regular meeting of
January 11, 2007.*

- Tess Navarro presented a revised Administrative budget for Fiscal Year 2007-2008, which included a budget reduction of \$151,104, as requested by the Mayor's Office.

PUBLIC COMMENTS: None.

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Action: Motion was moved and seconded by the Board to accept the proposed budget as presented by staff to move forward to the budget process. Motion passed 3-0.

- 01252007BF-02 DISCUSSION
ITEM

OPPORTUNITY TO PLACE ITEMS ON FUTURE AGENDAS.

PUBLIC COMMENTS: None

- 01252007BF-03 DISCUSSION
ITEM

OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY MATTERS WITHIN THE BOARD'S JURISDICTION.

PUBLIC COMMENTS: None.

- ADJOURN: 2:03 P.M.

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SUMMARY OF HEALTH SERVICE BOARD RULES REGARDING CELL PHONES AND PAGERS

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street • Suite 200 • San Francisco, CA 94103

BUDGET AND FINANCE COMMITTEE

NOTICE AND AGENDA

Special Meeting

Monday, March 19, 2007

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

DOCUMENTS DEPT

MAR 14 2007

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CALL TO ORDER

- ROLL CALL Committee Chair Sharon Johnson
 Committee Member, Sup. Sean Elsbernd
 Committee Member, Claire Zvanski

- 03192007BF-01 ACTION ITEM APPROVAL (WITH POSSIBLE MODIFICATIONS) OF THE
MINUTES OF THE FOLLOWING MEETING:

- January 25, 2007

STAFF RECOMMENDATION: Approve Minutes.

Documents provided to Committee prior to meeting: Draft minutes

PUBLIC COMMENTS:

ACTION:

☐ **03192007BF-02 ACTION ITEM**

UPDATE ON STATUS OF ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2007-2008 AND FEEDBACK FROM COMMITTEE RE PRIORITIES (Tess Navarro)

Documents provided to Board prior to meeting: Overview prepared by HSS Finance Team.

PUBLIC COMMENTS:

ACTION:

☐ **03192007BF-03 DISCUSSION ITEM**

OPPORTUNITY TO PLACE ITEMS ON FUTURE AGENDAS.

PUBLIC COMMENTS:

☐ **03192007BF-04 DISCUSSION ITEM**

OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY MATTERS WITHIN THE BOARD'S JURISDICTION.

PUBLIC COMMENTS:

☐ **ADJOURN**

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

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HEALTH SERVICE BOARD AND THE HEALTH SERVICE SYSTEM WEB SITE <http://hss.sfgov.org>

DISABILITY ACCESS

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street • Suite 200 • San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

MINUTES

Special Meeting

Monday, March 19, 2007

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

☐ **CALL TO ORDER**

- ☐ **ROLL CALL** Committee Chair Sharon Johnson
 Committee Member, Sup. Sean Elsbernd
 Committee Member, Claire Zvanski

- ☐ **03192007FB-01 ACTION ITEM APPROVAL (WITH POSSIBLE MODIFICATIONS) OF THE MINUTES OF THE FOLLOWING MEETING:**

- January 25, 2007

STAFF RECOMMENDATION: Approve Minutes.

Documents provided to Committee prior to meeting: Draft minutes.

PUBLIC COMMENTS: None.

ACTION: Motion was moved and seconded by the Committee to approve the minutes of January 25, 2007. Motion passed 3-0.

DOCUMENTS DEPT.

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□ 03192007FB-02 DISCUSSION
ITEM

UPDATE ON STATUS OF ADMINISTRATIVE BUDGET
FOR FISCAL YEAR 2007-2008 AND FEEDBACK FROM
COMMITTEE RE PRIORITIES (*Tess Navarro*)

- Tess Navarro, Chief Financial Officer, presented the proposed budget for Fiscal Year 2007-2008 in the amount of \$6.1 million. She noted two discussion points for this meeting: the defunding of two 1210 positions (instead of deletion) and the Human Resources workorder arrangement.
- Ms. Navarro reported the following:
- While it is unlikely that there will be any salary savings in 2007-2008, if a vacancy is created due to resignation or retirement, the resulting salary savings will be used to revive the two 1210 positions.
- She invited Mike Yuen from the Mayor's Budget Analyst's Office to provide insight into the process of defunding and the reasons why the request for defunding the two 1210 positions was denied.
- At a recent Health Service Board meeting, some members expressed concern regarding the department's ability to handle the Open Enrollment changes in light of the discontinuance of Health Net. The suggestion to hire as-needed employees to assist with the open enrollment process is not feasible because of the amount of training necessary to prepare in advance (approximately six months).
- To assist with the anticipated volume of work associated with Open Enrollment and the number of members changing health plans, the department will submit a request to lift the Z designation on the 1210 classification to allow for overtime pay for after hours and weekend work (instead of compensatory time). The to-date salary savings of approximately \$300,000 will be used for the overtime pay, which is estimated to be approximately \$60,000 to \$80,000.
- The Human Resources workorder is approximately \$343,000, which is the highest amount of workorders for the department. Of that amount, \$285,000 has been allocated by the

Mayor's Office and the Controller's Office for HR-client services. Ms. Navarro has been in contact with the Mayor's Budget Analyst's Office in an attempt to get clarification on this amount and to possibly obtain a reprieve to move some of the funds to other budget line items where the place holders are small.

- Discussion ensued regarding whether the Health Service System has met the target budget reduction proposed by the Mayor's Office.
- Mike Yuen, from the Mayor's Budget Analyst's Office, responded to the discussion by reporting the following:
- The Health Service System's expenditure budget was reduced by over \$150,000; however, \$250,000 in expenditures has been submitted, resulting in \$102,000 over target. Ms. Navarro responded that she and Mr. Yuen have had discussions regarding certain line items excluded from the target budget reduction, such as administrative fees for vendors such as ADP and Employee Benefit Specialists ("EBS"), as well as the Registrar of Voters for the Board election.
- Mr. Yuen agreed that the Budget Analyst's Office will hold the Health Service System harmless for certain increases; however, the target still has not been met. The Budget Analyst's Office has verbally agreed to review the Department of Human Resources' workorder and the possibility of reducing it to provide some relief to the Health Service System.
- The Mayor's Office included the two 1210 positions in the budget proposal last year for the Health Service System. The positions were placed on reserve when they were presented to the Board of Supervisors because the duties of the positions were not clearly defined. He suggested working with the Controller's Office to develop specific performance measures to justify the positions.
- The Mayor's Office is recommending that the two 1210 positions be deleted rather than being made off-budget positions because the positions were placed on reserve but not approved for funding by the Board of Supervisors.

Conceivably, as off-budget positions, the Health Service System could fund the positions with salary savings, thereby subverting the Board of Supervisors' approval. The Mayor's Office does not support such action.

- Bart Duncan reported that staff is recommending that the two 1210 positions be put aside for the time being due to the target budget reduction and the reserve release issue.
- Supervisor Elsbernd offered to set up a meeting with the Health Service System and Controller's Office to devise performance standards to justify adding the 1210 positions into next year's budget.
- Ms. Navarro also reported that the Health Service System is equally dividing PeopleSoft-related expenses with the Department of Human Resources under the DTIS workorder in the amount of approximately \$100,000.

Documents provided to Board prior to meeting: Overview prepared by HSS Finance Team.

PUBLIC COMMENTS: Dennis Kruger, Fire Fighters Local 798 representative, expressed confusion and frustration regarding the performance standards applied to the Health Service System in light of the department not receiving the funding for the two 1210 positions.

□ 03192007FB-03 DISCUSSION
ITEM

**OPPORTUNITY TO PLACE ITEMS ON FUTURE
AGENDAS.**

PUBLIC COMMENTS: None.

- Commissioner Zvanski requested a report to the full Board regarding the result of the budget process.

□ 03192007FB-04 DISCUSSION
ITEM

**OPPORTUNITY FOR THE PUBLIC TO COMMENT ON
ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**

PUBLIC COMMENTS: None.

□ ADJOURN: 2:06 PM

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street • Suite 200 • San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

NOTICE AND AGENDA

Special Meeting

Thursday, October 11, 2007

2:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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☐ **CALL TO ORDER**

☐ **ROLL CALL** Committee Chair Sharon Johnson
Committee Member, Sup. Sean Elsbernd
Committee Member, Claire Zvanski

☐ **10112007FB-01 ACTION ITEM APPROVAL (WITH POSSIBLE MODIFICATIONS) OF THE
MINUTES OF THE MEETING SET FORTH BELOW:**

- March 19, 2007

STAFF RECOMMENDATION: Approve Minutes.

Documents provided to Committee prior to meeting: Draft minutes.

PUBLIC COMMENTS:

ACTION:

- ☐ 10112007FB-02 **DISCUSSION
ITEM** **DISCUSSION OF CRITICAL DEPARTMENTAL NEEDS
AND ANTICIPATED DEVELOPMENT AND APPROVAL
PROCESS FOR ADMINISTRATIVE BUDGET FOR FISCAL
YEAR 2008-2009** (*Tess Navarro*)
Documents provided to Board prior to meeting: None.
PUBLIC COMMENTS:
- ☐ 10112007FB-03 **DISCUSSION
ITEM** **OPPORTUNITY TO PLACE ITEMS ON FUTURE
AGENDAS.**
PUBLIC COMMENTS:
- ☐ 10112007FB-04 **DISCUSSION
ITEM** **OPPORTUNITY FOR THE PUBLIC TO COMMENT ON
ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**
PUBLIC COMMENTS:
- ☐ **ADJOURN**

SUMMARY OF HEALTH SERVICE SYSTEM RULES REGARDING PUBLIC COMMENT

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HEALTH SERVICE BOARD AND THE HEALTH SERVICE SYSTEM WEB SITE

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- Closed captioning system will be available upon request on the meeting.
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Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94103-4689, by phone at 415 554 7724; by fax at 415 554 7854; or by email at south@hss.sfgov.org.

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City & County of San Francisco

HEALTH SERVICE BOARD

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FINANCE AND BUDGET COMMITTEE

MINUTES

Special Meeting

Thursday, October 11, 2007

2:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

☐ **CALL TO ORDER**

- ☐ **ROLL CALL** Committee Chair Sharon Johnson
Committee Member, Sup. Sean Elsbernd
Committee Member, Claire Zvanski

- ☐ **10112007FB-01 ACTION ITEM APPROVAL (WITH POSSIBLE MODIFICATIONS) OF THE MINUTES OF THE MEETING SET FORTH BELOW:**

- March 19, 2007

STAFF RECOMMENDATION: Approve Minutes.

Documents provided to Committee prior to meeting: Draft minutes.

PUBLIC COMMENTS: None.

ACTION: Motion was moved and seconded by the Committee to approve the minutes of March 19, 2007. Motion passed 3-0.

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□ **10112007FB-02** **DISCUSSION
ITEM**

**DISCUSSION OF CRITICAL DEPARTMENTAL NEEDS
AND ANTICIPATED DEVELOPMENT AND APPROVAL
PROCESS FOR ADMINISTRATIVE BUDGET FOR FISCAL
YEAR 2008-2009** (*Tess Navarro*)

Documents provided to Board prior to meeting: None.

- Tess Navarro, Chief Financial Officer reported the following:
- The preliminary determinations for the 2008-2009 budget will be modest.
- Last year HSS was able to meet the target budget cuts by working with the Mayor's Office to use salary savings to reallocate funds where necessary (such as to the Mercer contract and for City Attorney services), and requesting those funds to be carried forward.
- The preliminary assessment this fiscal year is HSS will not be able to meet any budget cut directives.
- Of the current \$6M budget, three main components comprise approximately 80% of the budget: salaries (\$3.8M), actuarial services and rent.
- Any proposed budget cuts would mean a reduction in personnel.
- The preliminary key components for the 2008-2009 budget determinations are as follows:
- Position reclassifications to address pay equity within classifications in the department and to afford retention;
- The consideration of adding an IT position to address availability, quality and effectiveness of IT support, which is currently provided by DTIS. This plan is supported by DTIS. The costs will be mitigated by the reduction of DTIS work order-related services;
- Transfer of all HSS-related licenses and maintenance contracts which were paid for by the Department of Human Resources in the past to HSS. In this fiscal year, DTIS informed HSS that all such licenses and maintenance contracts related to IT hardware and support should be paid for by HSS.

- In a continued effort to address and improve customer service, the addition of one 1210 benefits analyst position is included in the 2008-2009 budget.
- The provision of the costs for an audit of the self-insured plan (Delta Dental) for active employees. There has been no audit of this third party administrator in years.
- The HSS budget submission is due in mid-February 2008.
- Bart Duncan, Director and Committee Chair Johnson thanked Ms. Navarro and the finance team for their good work.

PUBLIC COMMENTS: None.

□ **10112007FB-03** **DISCUSSION
ITEM**

**OPPORTUNITY TO PLACE ITEMS ON FUTURE
AGENDAS.**

PUBLIC COMMENTS: Gerry Meister, UESF Retired Division representative, suggested that the HSS telephone hours should be increased, especially for the active employees.

□ **10112007FB-04** **DISCUSSION
ITEM**

**OPPORTUNITY FOR THE PUBLIC TO COMMENT ON
ANY MATTERS WITHIN THE BOARD'S JURISDICTION.**

PUBLIC COMMENTS: None.

□ **ADJOURN:** **2:18 PM**

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

NOTICE OF MEETING CANCELLATION

The following Health Service Board Meeting has been cancelled:

Special Meeting

Finance and Budget Committee

Thursday, November 8, 2007

2:30 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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Summary of Health Service System Rules Regarding Public Comment

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Health Service Board and the Health Service System Web Site: <http://www.myhss.org>

Disability Access

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Notice and Agenda

Special Meeting

Thursday, December 13, 2007

2:30 P.M.

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

- ☐ Call to order
- ☐ Roll call
 - Committee Chair Sharon Johnson
 - Committee Member, Sup. Sean Elsbernd
 - Committee Member Claire Zvanski

- ☐ 12132007-01 Action item Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of October 11, 2007

Staff recommendation: Approve minutes.

Documents provided to Board prior to meeting:
Draft minutes.

Public comments:

Action:

DOCUMENTS DEPT

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- ☐ 12132007-02 Discussion item Overview of budget instructions and impact on administrative budget for fiscal year 2008-2009 (Tess Navarro)
Documents provided to Board prior to meeting: Budget overview.
Public comments:
- ☐ 12132007-03 Discussion item Opportunity to place items on future agendas
Public comments:
- ☐ 12132007-04 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments:

Adjourn

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Minutes

Special Meeting

Thursday, December 13, 2007

2:30 P.M.

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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☐ Call to order

☐ Roll call

Committee Chair Sharon Johnson
Committee Member, Sup. Sean Elsbernd
Committee Member Claire Zvanski

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Health Service Board President Karen Breslin was also in attendance

Meeting began at 2:37 p.m.

☐ 12132007FB-01 Action item

Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of October 11, 2007

Staff recommendation: Approve minutes.

*Documents provided to Board prior to meeting:
Draft minutes.*

Public comments: None.

Action: Motion was moved and seconded by the Committee to approve the special meeting minutes of October 11, 2007. Motion passed 3-0.

Overview of budget instructions and impact on administrative budget for fiscal year 2008-2009
(Tess Navarro)

*Documents provided to Board prior to meeting:
Budget overview.*

- Tess Navarro, Chief Financial Officer, presented the following status report:
- The required percentage reduction of 8% (includes 5% ongoing reduction), plus a 5% contingency reduction totals \$278,000 in reductions for the department.
- The anticipated base budget total for Fiscal Year 2008-2009 is approximately \$6M:
 - \$3.8M – salary and fringe benefits for 37 employees;
 - \$1.3M – contractual services (\$1M actuarial services and office rent);
 - \$200,000 – third party administration costs for negotiated benefits (flexible spending and benefits);
 - \$100,000 – miscellaneous (i.e., year-end audit fee, photocopier costs and software licenses)
 - \$750,000 – interdepartmental work orders (DHR, City Attorney's Office, DTIS, Department of Elections).
- Due to the size of the budget, the challenge is to identify reduction requirements without personal cost being affected (65% of the budget). The member-focused innovations (new call center hours, member services survey, new employee orientation, outreach initiatives) will also be challenging with a shrinking staff size.
- To meet the percentage target reduction, the following staff reductions have been identified:
 - 2 Operations staff positions (5% ongoing reduction);
 - 1 additional Operations staff position (since no one-time 3% reduction);
 - 1 additional Operations staff position (5% contingency reduction); and

- Reduction in current service hours by 45 minutes per day.
- Commissioners Zvanski and Breslin expressed concern regarding cuts being made to a department that is small in size and serves over 107,000 members.
- Committee Chair Johnson inquired about the options available to the department if the Committee is unable to recommend an 8% budget cut.
- Ms. Navarro responded that this year's new budget form allows for the submission of a base budget without cuts; however, the form also requires identification of specific reductions for guidance should the Mayor's office impose cuts.
- In response to Committee Chair Johnson's inquiry, Mike Yuen of the Mayor's Budget Office reported that the new form requires departments to address the consequences of meeting the targeted 8% budget reduction even if that department submits a budget without identifying specific cuts. Another new detail in the budget instructions includes allowing significant budget savings in the current year to be applied toward the subsequent year's budget reduction. In the past, department savings were reverted to the City's general fund.
- Ms. Navarro noted that there are no projected savings for the 2008-2009 Plan Year.

Public comments: Gerry Meister, UESF retired teachers' representative commented that the telephone hours need to be improved and not cut. All members, not only CCSF members, are affected by the lack of telephone access when the hours of operation are limited.

Claire Dunn, retired City employees' and retired teacher's representative, suggested that there should be equity in the general plan to determine which departments are overstaffed or understaffed, and identify the needs of each department rather than requesting that each City department meet the same target reduction.

Action: Motion was moved and seconded by the Committee to complete the new form in the budget instructions and include Charter sections addressing the mandate that the Health Service System provide benefits to its members while also indicating that no cuts can be made at this time. Motion passed 3-0.

- 12132007FB-03 Discussion item Opportunity to place items on future agendas
Public comments: None.
- 12132007FB-04 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments: None.

Adjourn: 3:09 pm

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

NOTICE OF MEETING CANCELLATION

The following Health Service Board meetings have been cancelled:

Tuesday, January 22, 2008

Special Meeting
Rates and Benefits Committee
10:00 A.M.

Special Meeting
Health Service Board
11:00 A.M.

Special Meeting
Finance and Budget Committee
11:15 A.M.

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Minutes

Special Meeting

Friday, January 25, 2008

2:45 P.M.

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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□ Call to order

□ Roll call

Committee Chair Sharon Johnson
Committee Member, Sup. Sean Elsbernd
Committee Member Claire Zvanski

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Health Service Board President Karen Breslin was also in attendance.

This meeting began at 4:14 p.m.

□ 01252008FB-01 Action item

Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of December 13, 2007

Staff recommendation: Approve minutes.

*Documents provided to Board prior to meeting:
Draft minutes.*

Public comments: None.

Action: Motion was moved and seconded by the Committee to approve the special meeting minutes of December 13, 2007. Motion passed 3-0.

□ 01252008FB-02 Discussion item Overview of administrative budget for fiscal year 2008-2009 (Tess Navarro)

- Tess Navarro, Chief Financial Officer reported the following:
- The baseline budget is \$6.1M which reflects the following:
 - retains current staffing level at 37 FTEs;
 - \$100K increase for scheduled salary increases;
 - \$22K increase for DHR eMerge system;
 - no provision for non-personnel cost increases;
- To date, there are no significant savings in fiscal year 2008 to mitigate fiscal year 2009 cost increases;
- The baseline budget would eliminate one position (1404 Clerk), which is not directly related to member services; therefore, resulting in no cuts in service hours;
- The baseline budget would also entail a reduction on the following work orders:
 - City Attorney by \$20K from base amount of \$200K;
 - DTIS by approximately \$58K, to fund an IT position instead;
 - DHR by approximately \$50K with HSS taking over payments for licensing and some maintenance costs;
- The review of all work order agreements with performing departments is ongoing.
- To meet the additional budget cut directive, the results will be as follows:
 - 5% ongoing reduction – 1 Operations position
 - 3% one-time reduction – one additional Operations position (no one-time reduction)
 - 5% contingency reduction - one additional Operations position

- Reduction in current service hours by 45 minutes per day
- The budget submission deadline is February 22, 2008.
- Commissioners Johnson, Zvanski and Breslin expressed concern regarding the impact of the proposed budget cuts on the department and inquired if the Mayor's office generally takes the size and financial circumstances of a department into consideration when asking for budget cuts.
- Gigi Whitley, Mayor's budget analyst for HSS, responded that her first approach is to understand a department's cost pressures, increases and proposed cuts. The Mayor's office is asking that departments identify other efficiencies before recommending cuts to direct services. She intends to work with HSS in the coming months to mitigate direct operational impacts.
- Bart Duncan noted that over the last two and a half years several departmental efficiencies have been implemented, such as the elimination of dual coverage (resulting in \$1M a year savings) and the savings of approximately \$100,000 due to a vendor's non-compliance and elimination.

*Documents provided to Board prior to meeting:
Budget overview.*

Public comments: Gerry Meister, UESF Retired Teachers' representative, stated that HSS serves not only CCSF employees and retirees, but also the San Francisco Unified School District, the Community College District and the courts, which means that HSS serves considerably more members than the retirement system. For that reason, it is important that telephone hours are not reduced further.

- 01252008FB-03 Discussion item Opportunity to place items on future agendas
Public comments: None.

- 01252008FB-04 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments: None.
- Adjourn: 4:50 p.m.

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City & County of San Francisco

HEALTH SERVICE BOARD

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NOTICE OF MEETING CANCELLATION

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Thursday, March 13, 2008

Special Meeting
Finance and Budget Committee
2:30 P.M.

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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City & County of San Francisco

HEALTH SERVICE BOARD

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NOTICE OF MEETING CANCELLATION

*The following Health Service Board Meeting has
been cancelled:*

Special Meeting

Finance and Budget Committee

Tuesday, October 28, 2008

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

10-28-08 3:00 PM
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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Notice and Agenda

Special Meeting

Tuesday, November 25, 2008

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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- ☐ Call to order
- ☐ Roll call
 - Committee Chair Karen Breslin
 - Committee Member Sharon Johnson
 - Committee Member, Sup. Sean Elsbernd
- ☐ 11252008FB-01 Discussion item Update on Mayor's Office mid-year budget reduction mandate for HSS (Tess Navarro)
 - Documents provided to Board prior to meeting:
None
 - Public comments:
- ☐ 11252008FB-02 Discussion item Preliminary discussion of administrative budget for fiscal year 2009-2010 (Tess Navarro)
 - Documents provided to Board prior to meeting:
None
 - Public comments:

- ☐ 11252008FB-03 Discussion item Opportunity to place items on future agendas
Public comments:
- ☐ 11252008FB-04 Discussion item Opportunity for the public to comment on any
matters within the Board's jurisdiction
Public Comments:
- ☐ Adjourn

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

NOTICE OF MEETING CANCELLATION

The following Health Service Board Meeting has been cancelled:

Special Meeting

Finance and Budget Committee

Tuesday, November 25, 2008

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Notice and Agenda

Special Meeting

Tuesday, December 23, 2008

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

- ☐ Call to order
- ☐ Roll call
 - Committee Chair Karen Breslin
 - Committee Member Sharon Johnson
 - Committee Member, Sup. Sean Elsbernd
- ☐ 12232008FB-01 Discussion item Update on Mayor's Office mid-year budget reduction mandate for HSS (Tess Navarro)
 - Documents provided to Board prior to meeting:
None
 - Public comments:
- ☐ 12232008FB-02 Discussion item Preliminary discussion of administrative budget for fiscal year 2009-2010 (Tess Navarro)
 - Documents provided to Board prior to meeting:
None
 - Public comments:

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- ☐ 12232008FB-03 Discussion item Opportunity to place items on future agendas
Public comments:
- ☐ 12232008FB-04 Discussion item Opportunity for the public to comment on any
matters within the Board's jurisdiction
Public Comments:
- ☐ Adjourn

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Minutes

Special Meeting

Tuesday, December 23, 2008

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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☐ Call to order

☐ Roll call

Committee Chair Karen Breslin
Committee Member Sharon Johnson
Committee Member, Sup. Sean Elsbernd

Commissioner Scott Heldfond, Health Service Board President, was also in attendance.

- ☐ 12232008FB-01 Discussion item Update on Mayor's Office mid-year budget reduction mandate for HSS (Tess Navarro)

Documents provided to Board prior to meeting:
None.

- Tess Navarro, HSS Chief Financial Officer, reported the following:
- Of the required \$130,000 mid-year budget reduction allocated by the Mayor's office, \$85,000 has been set aside. HSS is working with the City Attorney's office to release the remainder of the \$45,000 budget cut requirement through a work order reduction.

Public comments: None.

- 12232008FB-02 Discussion item Preliminary discussion of administrative budget for fiscal year 2009-2010 (Tess Navarro)

Documents provided to Board prior to meeting:
None.

- Ms. Navarro presented the following:
- The base budget for fiscal year 2009-2010 is estimated at \$5.7M:
 - 68% - personnel (35 employees)
 - 21% - professional services and contracts
 - 11% - work orders (non-discretionary)
 - 0.5% - supplies
- Sixty-six percent (66%) of the base budget is allocated to Enterprise departments/SFUSD/CCD and 34% is allocated to General Fund departments.
- HSS' budget cut allocation from the Mayor's office is \$483,720 or a total of 25% (of General Fund allocation), as follows:
 - 12.5% or \$241,860 in ongoing budget reductions, and
 - 12.5% or \$241,860 in contingency reductions
- Two proposals are being presented for the Committee's consideration to meet the required cuts:
- Proposal #1 (ongoing reduction). Remove the administration fees for mandated and negotiated benefits (COBRA-FBMC and MEA-EBS flexible benefits) from the HSS budget, and instead charge the departments directly, as follows:
 - Direct charge COBRA-FBMC: \$107,735 ongoing
 - Direct charge Flex Benefits MEA-EBS: \$112,000 ongoing
- Proposal #2 (contingency reduction). Use of flexible spending account forfeitures as follows:
 - FBMC forfeitures – Flex Spending: \$142,526 one time

- EBS forfeitures – Flex Benefits: \$159,964 one time
- Reduction grand total: \$522,225 (ongoing and one time reductions)
- If any of the proposals are not acceptable to the Committee, the third option would be to implement department layoffs (approximately six to seven positions).
- Ms. Navarro had a favorable discussion regarding the first proposal with Tom DiSanto in the Controller's Office.
- February 20, 2009 is the deadline to submit the department's proposals to the Mayor's Office.
- Commissioner Heldfond reported on a recent City budget meeting that he attended with all commission presidents, the Mayor and the budget director in which the disclosures on the City deficit were very sobering.

Public comments: None.

- ☐ 12232008FB-03 Discussion item Opportunity to place items on future agendas

Public comments: None.

- ☐ 12232008FB-04 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction

Public comments: None.

- ☐ Adjourn: 1:31 p.m.

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street ♦ Suite 200 ♦ San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Notice and Agenda

Special Meeting

Tuesday, January 27, 2009

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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□ Call to order

□ Roll call

Committee Chair Karen Breslin
Committee Member Sharon Johnson
Committee Member, Sup. Sean Elsbernd

□ 01272009FB-01 Action Item

Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of December 23, 2008

Staff recommendation: Approve minutes.

Documents provided to Board prior to meeting:
Draft minutes.

Public comments:

Action:

- ☐ 01272009FB-02 Discussion item Update on Mayor's Office mid-year budget reduction mandate for HSS (Tess Navarro)
Documents provided to Board prior to meeting: None.
Public comments:
- ☐ 01272009FB-03 Discussion item Update on administrative budget for fiscal year 2009-2010 (Tess Navarro)
Documents provided to Board prior to meeting: None.
Public comments:
- ☐ 01272009FB-04 Discussion item Opportunity to place items on future agendas
Public comments:
- ☐ 01272009FB-05 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments:
- ☐ Adjourn

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

NOTICE OF MEETING CANCELLATION

*The following Health Service Board Meeting has
been cancelled:*

Special Meeting

Finance and Budget Committee

Tuesday, January 27, 2009

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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Summary of Health Service System Rules Regarding Public Comment

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Health Service Board and the Health Service System Web Site: <http://www.myhss.org>

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Notice and Agenda

Special Meeting

Thursday, February 12, 2009

12:30 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

☐ Call to order

☐ Roll call

Committee Chair Karen Breslin
Committee Member Sharon Johnson
Committee Member, Sup. Sean Elsbernd

☐ 02122009FB-01 Action Item

Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of December 23, 2008

Staff recommendation: Approve minutes.

Documents provided to Board prior to meeting:

Draft minutes.

Public comments:

Action:

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- ☐ 02122009FB-03 Action item Approval of proposed administrative budget for fiscal year 2009-2010 (Tess Navarro)
Documents provided to Board prior to meeting:
Summary prepared by Tess Navarro.
Public comments:
Action:
- ☐ 02122009FB-04 Discussion item Opportunity to place items on future agendas
Public comments:
- ☐ 02122009FB-05 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments:
- ☐ Adjourn

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street ♦ Suite 200 ♦ San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Minutes

Special Meeting

Thursday, February 12, 2009

12:30 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

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☐ Call to order

☐ Roll call

Committee Chair Karen Breslin
Committee Member Sharon Johnson
Committee Member, Sup. Sean Elsbernd, *excused*

Health Service Board Commissioners Heldfond, Zvanski and Deignan
were also in attendance.

This meeting began at 12:35 p.m.

☐ 02122009FB-01 Action Item

Approval (with possible modifications) of the minutes
of the meeting set forth below:

- Special meeting of December 23, 2008

Staff recommendation: Approve minutes.

Documents provided to Board prior to meeting:
Draft minutes.

Public comments: None.

Action: Motion was moved and seconded by the
Committee to approve the special meeting minutes
of December 23, 2008.

Motion passed 2-0.

□ 02122009FB-02 Action item

Approval of proposed administrative budget for fiscal year 2009-2010 (Tess Navarro)

Documents provided to Board prior to meeting:
Summary prepared by Tess Navarro.

- Tess Navarro, HSS Chief Financial Officer, presented the following regarding the 2009-2010 administrative budget:
- The HSS base budget for fiscal year 2009-2010 is \$5.8M.
- To address the 12.5% contingency reduction mandate, HSS proposes to use the forfeitures from flexible spending and flexible benefit accounts from plan year 2007-2008 in the amount of \$241,860.
- No change in current staffing is being proposed (other than Step M and related fringe adjustments due to staff reaching the top step in salary range).
- There are no proposed changes in materials and supplies.
- HSS is proposing the following budget reductions:
 - A \$60,000 reduction in the City Attorney's work order. It is anticipated that the service levels will remain unchanged from the current year.
 - A reduction in the Workers' Compensation work order based on the Department of Human Resources' estimates.
 - The total for both work order reduction proposals is \$87,000.
- The target budget reduction, calculated as a percentage of the General Fund departments' allocation, is as follows:
 - 12.5% Reduction (ongoing): \$241,860 and
 - 12.5% Contingency Reduction (one time): \$241,860
 - Total reduction: \$483,720 or 25%.

- To satisfy the first 12.5% reduction request, two proposals are still being discussed with the Mayor's Office:
 - Direct charge non-discretionary costs to other departments for flexible and COBRA benefits (third party administrator fees).
 - Revise the manner in which departments receiving HSS cost allocations are grouped and assigned costs.
- Discussions will continue with the Mayor's Office after the February 20 deadline.
- Once approved by the Health Service Board, the proposed target budget reduction will be loaded into the PeopleSoft system on February 20, 2009.
- The use of forfeitures meets the next 12.5% contingency reduction.
- Bart Duncan, HSS Director, commended Ms. Navarro on her excellent work and research in looking at methods to solve this year's challenging budget situation.
- Mr. Duncan also noted that the Health Service Board's governance rules do not allow staff to load a new budget into the PeopleSoft system without prior approval by the Committee and full Board. If it becomes necessary to revisit the issue, another Committee meeting will be scheduled.
- Commissioner Zvanski expressed concern regarding the potential loss of positions, since HSS has not grown over the years, as other departments have, and continues to operate with approximately the same number of staff but nearly twice the number of members.

Public comments: Herb Weiner, retired City worker, expressed outrage at the record \$6.0B City budget approved earlier this year by the Mayor and the current mid-year budget reduction mandate to all departments, especially HSS. He stated support for the proposal.

Action: Motion was moved and seconded by the Committee to approve the proposed administrative budget for fiscal year 2009-2010, as presented.

Motion passed 2-0.

- 02122009FB-03 Discussion item Opportunity to place items on future agendas
Public comments: None.
- 02122009FB-04 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
 - Committee Chair Breslin thanked members for their attendance and support.**Public Comments:** None.
- Adjourn: 12:57 p.m.

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City & County of San Francisco

HEALTH SERVICE BOARD

1145 Market Street + Suite 200 + San Francisco, CA 94103

FINANCE AND BUDGET COMMITTEE

Notice and Agenda

Special Meeting

Thursday, June 11, 2009

1:00 PM

City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94103

☐ Call to order

☐ Roll call

Committee Chair Karen Breslin
Committee Member Sharon Johnson
Committee Member, Sup. Sean Elsbernd

☐ 06112009FB-01 Action Item

Approval (with possible modifications) of the minutes of the meeting set forth below:

- Special meeting of February 12, 2009

Staff recommendation: Approve minutes.

Documents provided to Board prior to meeting:
Draft minutes.

Public comments:

Action:

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- ☐ 06112009FB-02 Discussion item Report on Mayor's Office changes to Board-approved administrative budget for fiscal year 2009-2010 (Tess Navarro)
Documents provided to Board prior to meeting:
Summary prepared by Tess Navarro.
Public comments:
- ☐ 06112009FB-03 Action item Adoption of modified HSS budget for fiscal year 2009-2010 (Committee Chair Breslin)
Documents provided to Board prior to meeting:
Summary prepared by Tess Navarro.
Public comments:
Action:
- ☐ 06112009FB-04 Discussion item Opportunity to place items on future agendas
Public comments:
- ☐ 06112009FB-05 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments:
- ☐ Adjourn

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HEALTH SERVICE BOARD

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FINANCE AND BUDGET COMMITTEE

Minutes

Special Meeting

Thursday, June 11, 2009

1:00 PM

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□ Call to order

□ Roll call

Committee Chair Karen Breslin
Committee Member Sharon Johnson
Committee Member, Sup. Sean Elsbernd

Health Service Board Commissioners Heldfond, Zvanski and Ferrigno
were also in attendance.

□ 06112009FB-01 Action Item

Approval (with possible modifications) of the minutes
of the meeting set forth below:

- Special meeting of February 12, 2009

Staff recommendation: Approve minutes.

Documents provided to Board prior to meeting:
Draft minutes.

Public comments: None.

Action: Motion was moved and seconded by the
Committee to approve the special meeting minutes
of February 12, 2009.

Motion passed 3-0.

- 06112009FB-02 Discussion item Report on Mayor's Office changes to Board-approved administrative budget for fiscal year 2009-2010 (Tess Navarro)

Documents provided to Board prior to meeting:
Summary prepared by Tess Navarro.

- Tess Navarro, HSS Chief Financial Officer, reported the following:
- The Mayor's Office submitted the following key changes in the HSS budget previously approved by the Health Service Board:
 - Deletion of the Chief Operating Officer ("COO") position;
 - Transfer of the Employee Assistance Program ("EAP") from DHR to HSS; and
 - A contingency reduction in the amount of approximately \$87,000, depending upon the results of union negotiations.
 - Notice was received today that the contingency amount will be taken out of the budget due to favorable union negotiations. Therefore, two issues remain—deletion of the COO position and transfer of EAP from DHR to HSS.
- HSS staff extends its appreciation to Commissioner Breslin for sending a letter to the Board of Supervisors requesting that the proposed changes made to the HSS budget by the Mayor's Office be reversed and the budget restored to the version previously approved by the Health Service Board.
- HSS staff is quite extended due to the various projects currently requiring attention, especially in light of the absence of a COO. As the eMerge Project's implementation date draws near, HSS staff is spending a considerable amount of time on the conversion details. Any reduction in the current staffing, regardless of level, would jeopardize the delivery of all services.
- Many questions remain regarding the details and ramifications of the transfer of EAP from DHR to HSS, since there was no discussion, collaboration or prior notice from the Mayor's Office that the program was being moved to

HSS.

- The funding transfer of the EAP from DHR to HSS includes two positions (salary and fringe benefits) and approximately \$13,000 for software licensing. However, there is no funding for administrative support or materials and supplies.
- Mr. Duncan stated that HSS service quality will deteriorate if the COO position is not restored because he and Ms. Navarro, as the executive team, cannot easily divide the responsibilities of that position.
- Supervisor Elsbernd stated that as a member of the Board of Supervisors, the layoff of 300 police officers is more important than restoring the COO position at HSS. As a supervisor, he considers saving those positions his first priority.
- Commissioner Zvanski responded that HSS' responsibility to deliver services to all 107,000 members is not diminished by virtue of layoffs, since those individuals will go on holdover status. HSS is required to continue to provide services to laid off employees.
- Commissioner Zvanski also stated that the EAP staff will need to be available to assist laid off City employees, as well as support active employees who suffer the stress of increased workloads as a result of layoffs. The COO position could provide an administrative reporting responsibility for the EAP; however, without adequate funding and support she cannot foresee how service levels can be met.
- Mr. Duncan expressed concern regarding the maintenance of high-level initiatives and critical operational work, such as electronic enrollment, should the COO position remain unfilled. The development of the eMerge Project will also be impacted by the vacant position because of limited executive staff to handle the many details.

Public comments: Dennis Kruger, retired firefighter, asked for clarification of the EAP transfer. He also asked Supervisor Elsbernd to support HSS at the Board of Supervisors' hearing since HSS serves all

active and retired City employees.

Commissioner Zvanski responded that the function of the EAP will be under HSS, not DHR, and the two remaining therapists associated with the program will be moved to HSS' location.

Supervisor Elsbernd reiterated that his first priority is the lay off of police officers and firefighters.

Herbert Weiner, retired City employee, stated that the Mayor's Office budget proposal should be resisted at all costs as it will put HSS at a severe disadvantage in providing services to members. He advocated no cuts in the HSS budget.

Gerry Meister, UESF-Retired Division Chair, concurred that the proposed budget cuts by the Mayor's Office be resisted and requested that any member with political clout assist on the department's behalf.

□ 06112009FB-03 Action item

Adoption of modified HSS budget for fiscal year 2009-2010 (Committee Chair Breslin)

Documents provided to Board prior to meeting:
Summary prepared by Tess Navarro.

Bart Duncan suggested restoring the COO position by reducing the DHR work order by an amount equal to the salary and fringe benefits of that position. Restoring this position is also important in the rollout and future development of the eMerge Project, a DHR initiative.

Tess Navarro responded that this approach had not been discussed with any work order department, but she could propose a budget to use the DHR work order amount to fund the COO position, which would also provide administrative funding in overseeing the EAP.

Supervisor Elsbernd objected to this approach since it was not previously suggested and DHR was not a part of the discussion to reallocate work order funds.

Public comments: Judy Terracina, retired City employee, asked if HSS will have the power to lay off or cut the EAP staff once they are in its budget. She also questioned whether Supervisor Elsbernd had a conflict of interest in addressing the suggestion of reallocating DHR work order dollars, since his wife is employed by that department.

Action: Motion was moved and seconded by the Committee to accept the HSS budget as modified by the Mayor's Office for fiscal year 2009-2010 with the following caveats:

1. Ask the Board of Supervisors to restore the HSS COO position;
2. Amend the HSS budget to reallocate DHR work order dollars to replenish the funding for the COO position;
3. If the Board of Supervisors approves 1 and 2 above, HSS will accept the EAP program;
4. If the Board of Supervisors does not restore the COO position, the Health Service Board will reject the transfer of the EAP program.

Motion passed 2-1. (Commissioner Johnson and Supervisor Elsbernd voted in favor of the motion. Committee Chair Breslin voted against it.)

- 06112009FB-04 Discussion item Opportunity to place items on future agendas
Public comments: None.
- 06112009FB-05 Discussion item Opportunity for the public to comment on any matters within the Board's jurisdiction
Public Comments: None.
- Adjourn: 1:57 p.m.

Summary of Health Service System Rules Regarding Public Comment

- Speakers are urged to fill out a speaker card in advance, but may remain anonymous if so desired.
- A member of the public has up to three minutes to make pertinent public comments before action is taken on any agenda item.
- A member may comment on any matter within the Board's jurisdiction at the designated time at the end of the meeting. The complete rules are set forth in Section A(6) of the Health Service System Rules and Regulations. A copy of these Rules and Regulations is available at any time upon request. Call the Administrative Services Manager, Laini K. Scott for further assistance at (415) 554-1727.

Health Service Board and the Health Service System Web Site: <http://www.myhss.org>

Disability Access

The meeting will be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting or hearing are available in alternative formats.

If you require the use of any of these services, please contact Administrative Services Manager, Laini K. Scott, at (415) 554-1727 or by email at laini.scott@sfgov.org at least 72 hours prior to the meeting.

In order to assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Knowing Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94103-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; web site www.sfgov.org/ethics.

Summary of Health Service Board Rules Regarding Cell Phones and Pagers

- The ringing and use of cell phones, pagers and similar sound-producing electronic devices is prohibited at Health Service Board meetings and its committee meetings.
- The chair of the meeting may order the removal from the meeting room of any person(s) in violation of this rule.
- The chair of the meeting may allow an expelled person to return to the meeting following an agreement to comply with this rule.

The complete rules are set forth in Chapter 67A of the San Francisco Administrative Code and in the Rules and Regulations of the Health Service System.

If any materials related to an item on this agenda have been distributed to the Health Service Board after distribution of the agenda packet, those materials are available for public inspection at the Health Service System during normal office hours. For more information, please contact Laini K. Scott at (415) 554-1727 or email at laini.scott@sfgov.org.

